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RESOURCE CENTER MATERIALS

MONTANA DEPARTMENT OF TRANSPORTATION
ORGANIZATIONAL DEVELOPMENT BUREAU

OCTOBER 1999

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INTRODUCTION

The resource center was started in 1982 with the first printed manual being distributed in 1984 in a loose-leaf style.

The Organizational Development Bureau purchases most material for the resource center. Donations of materials and/or equipment are appreciated. It is a challenge to keep updated materials and equipment available with the ever-changing technology of our world.

Anyone in the Department may check out materials by filling out the check out card at Organizational Development or by calling 444-6054 with a request.

There is no defined date to return materials. Periodically, reminders are sent out to borrowers to verify the location of the materials. Reasonable time allowances on check out are appreciated by the many users of the resource center.

MANAGEMENT

*

SUPERVISION

*

LEADERSHIP

SECTION 1

MANAGEMENT/SUPERVISION/LEADERSHIP-MANAGEMENT

VIDEO

100.101 **IN SEARCH OF EXCELLENCE** (1991) 90 min.
Public Broadcast Co.
This video talks about a number of businesses and what they have done to have excellence in organization.

100.103 **THE GREATEST MANAGEMENT PRINCIPLE IN THE WORLD** (1991) 13 min.
Discusses the idea that employees do what they are rewarded to do. It shows how organizations inadvertently reward undesirable work behaviors (guide available).

100.104A **MORE THAN A GUT FEELING II** (1992) 28 min.
American Media Incorporated *(*Cross reference: More Than A Gut Feeling II – Course Materials Guide – 100.504)*

100.105 **REINVENTING GOVERNMENT** (1995) 42 min.
Oregon Department of Transportation

100.106 **A TALE OF "O"** (1993) 27 min.
Harvard University George F. Baker Foundation
On being different-a training tool for managing diversity.
A-Tape (18 & 27 min. version-1 tape)
B-Instructor & Users guide with 3.5" diskette

100.107 **MANAGEMENT PROBLEMS OF THE TECHNICAL PERSON IN A LEADERSHIP ROLE** (1996)
Fred Pryor Seminars
Increase your success while making the transition from Technical Specialist to Manager/Supervisor.

Tape 1-"The Technical Professional's Career"
Become proficient at dealing with office politics. Improve your crucial listening skills. The elements of strategic direction are presented, dissected, and explained.

Tape 2- "Developing Effective Communication and Teamwork"
Learn how to communicate in an effective, clear manner.

Tape 3-"Hands-On Ways to Provide Ongoing Help"
Learn about the importance of practicing and promoting company loyalty.

100.303 **WINNING MANAGEMENT STRATEGIES FOR THE REAL WORLD** (1986)
(Tom Peters/Robert Townsend)
Includes:
*Getting the Job Done;
*People Helping People;
*How to De-clutter Your Life;
*Innovation;
*Decentralization of Information;
*Marketing;
*Saying Thanks;
*Exceptional Service/Fewer People;
*Missions.

100.310A **RE-ENGINEERING TRANSPORTATION-TAPE 1**
Transportation Research Board
75th Annual Meeting, January 19

100.310B **RE-ENGINEERING TRANSPORTATION-TAPE 2**
Transportation Research Board
75th Annual Meeting, January 1996

100.310C **PERFORMANCE MEASURES FOR TRANSPORTATION-TAPE 1**
Transportation Research Board
76th Annual Meeting, January 1997

100.310D **PERFORMANCE MEASURES FOR TRANSPORTATION-TAPE 2**
Transportation Research Board
76th Annual Meeting, January 1997

100.311 **MANAGERIAL SKILLS CASSETTE PROGRAM**
Resources for Education and Management 1974
Effective management Organizing for results,
decision-making/leading people. Perception

100.316 **MANAGEMENT ESSENTIALS** (1988)
Sourcecom
Presents solutions to six tough people problems Managers face:
*How to handle anger without losing your case;
*How to discipline and get results;
*How to counsel employees on sensitive issues;
*How to conduct performance reviews;
*Managing problem employees;
*How to manage the difficult people in your life.

100.504 **MORE THAN A GUT FEELING II** (1992)
AMI How-To Training Material
Course Materials Guide
*(*Cross reference:*
More Than A Gut Feeling II – Video – 100.104A

100.505 **MORE THAN A GUT FEELING II** (1994)
AMI How-To Series Book
Richard S. Deems, Ph.D.
How to hire more logically.

100.506 **MANAGEMENT** (1991)
Robbins-Prentice Hall Text

100.507 **PERSONNEL/HUMAN RESOURCE MANAGEMENT** (1991)
Dessler-Prentice Hall Text

100.516 **THE ABILENE PARADOX** (1988)
Jerry B. Harvey (see 100.122 - 1/2" videotape)
How companies set themselves up for failure by fostering alienation, distrust, deceit and fear of risk-taking and what you can do to avoid the "no gain" situation.

100.517 **UNDERSTANDING YOUR MANAGEMENT STYLE** (1991)
Beyond the Myers-Briggs Type indicator
Robert Benfari, Ph.D

100.519 **THE EFFECTIVE PUBLIC MANAGER** (1988)
Stephen Cohen
*How to find and keep a good staff;
*Structuring for optimum productivity;
*Improving the quality of information;
*Determining goals and strategies;
*Dealing with supervisors and subordinates.

100.520 **PUBLIC ADMINISTRATION, AN ACTION ORIENTATION** (1991)
Robert B. Denhardt-Brooks/Cole Publishing

100.522 **HIGH INVOLVEMENT MANAGEMENT** (1988)
Edward E. Lawler III
How quality circles, self-managing workteams, job enrichment, gainsharing work and how to combine part of each of these for a detailed participative management.

100.523 **CAREER TRACKING** (1988)
Jimmy Calano & Jeff Salzman/CareerTrack Publications
26 Success Shortcuts to the Top

100.524 **A PASSION FOR EXCELLENCE: THE LEADERSHIP DIFFERENCE** (1985)
Tom Peters & Nancy Austin
Random House Publishers

100.525 **MANAGEMENT OF ORGANIZATIONAL BEHAVIOR: UTILIZING HUMAN RESOURCES** (1984) (1 copies)
Paul Hersey & Ken Blanchard

100.526 **CREATING A NEW CIVILIZATION: The Politics of the Third Wave**
Alvin and Heidi Toffler/Foreword: Newt Gingrich
This book is a key effort in the direction of empowering citizens.

100.527 **GMP *THE GREATEST MANAGEMENT PRINCIPLE IN THE WORLD** (1985)
Michael LeBoeuf, Ph.D.
How to simplify problems, boost loyalty, make decisions and get the best from others.

100.529 **IN SEARCH OF EXCELLENCE**) (1982) (2 copies)
Thomas J. Peters & Robert H. Waterman Jr.
Eight basic practices that are characteristic of successfully managed companies. How and why they work.

100.530 **THE HUMAN SIDE OF ENTERPRISE** (1985)
Douglas McGregor
Policies and practices in the management of human resources incorporating human nature and behavior.

100.531 **STEWARDSHIP** (1993)
Peter Block
Choosing service over self-interests

100.532 **EMPIRES OF THE MIND** (1995)
Dennis Waitley
Lessons to lead and succeed in a knowledge-based world.

100.533 **SCULPTING THE LEARNING ORGANIZATION** (1993)
Jossey-Bass Publishers
Lessons in the Art and Science of Systemic Change.

100.535 **WHO'S DRIVING YOUR BUS?** (1993)
Pfeiffer & Company
Co-dependent business behaviors of workaholics, perfectionists, martyrs, tap dancers, caretakers and people pleasers.

100.539 **EFFECTIVE HUMAN RESOURCE DEVELOPMENT** (1988)
Neal E. Chalofsky & Carlene Reinhart

100.540 **SELF-EVALUATION AND PLANNING FOR HUMAN SERVICE ORGANIZATIONS** (1987)
Harvey Newman, William O'Reilly & Alfons Van Wijk

100.541 **MANAGING FOR ACCOUNTABILITY** (1996)
Preserving the public trust in public and nonprofit organizations
Kevin P. Kearns

100.542 **BEYOND REENGINEERING** (1996)
Michael Hammer
How the process-centered organization is changing our work and our lives.

100.543 **THE IMPROVEMENT GUIDE** (1996)
Langley, Nolan, Norman & Provost
A practical approach to enhancing organizational performance

100.545 **IMPROVING PERFORMANCE** (1995)
Geary A. Rummler & Alan P. Brache
How to Manage the White Space on the Organizational Chart

100.546 **JOBSHIFT** (1996)
William Bridges
A career guide for the 21st century: Up-to-date account on what is happening to traditional notions of work, jobs and careers-and why.

100.547 **FROM THE GROUND UP: SIX PRINCIPLES FOR BUILDING THE NEW LOGIC CORPORATION** (1996)
Edward E. Lawler III
Edward Lawler, the leading authority in organization effectiveness and design, shows how today's top companies are replacing quick-fix, single dimension techniques of reengineering, TQM, and team organizational transformation.

100.548 **THE REENGINEERING REVOLUTION** (1995)
Michael Hammer, Steven Stanton
Based on the authors' experiences with the world's leading companies, and loaded with case studies and examples, this book takes the mystery out of reengineering. It addresses these issues:
*How to avoid the most dangerous mistakes in reengineering;
*How to tell if management is serious about reengineering and what to do if they're not;
*Techniques to help everyone "think out of the box";
*Whether you have what it takes to be an engineer;
*How smaller companies can make reengineering work for them;
*How to prevail at the most difficult part of reengineering: overcoming people's resistance to change.

100.549 **REINVENTING GOVERNMENT** (1992)
David Osborne & Ted Gaebler
How the entrepreneurial spirit is transforming the public sector

100.550 **MANAGERS AS FACILITATORS** (1997)
Richard G. Weaver & John D. Farrell
A practical guide to getting work done in a changing workplace

100.551 **GETTING THINGS DONE WHEN YOU ARE NOT IN CHARGE**
Geoffrey M. Bellman (1992)
How to succeed from a support position; which means anybody who is NOT in charge. Powerful insights on leadership, teamwork, empowerment, organizational politics and organizational change.

SECTION 1

MANAGEMENT/SUPERVISION/LEADERSHIP - SUPERVISION

VIDEO

101.101 **THE SUPERVISOR AND ARBITRATION** (1991) 20 min.
BB Productions
Discusses:
*Documentation - progressive discipline;
*Consistency in penalties;
*Past practices;
*Communication between supervisor and employee so supervisor action will hold up in arbitration.

101.102 **QUALITY SUPERVISION FOR INDUSTRY** (1992) 29 min.
A & B American Media Incorporated
A=Video, B=Leader's guide with review exercises.

101.103 **PROFESSIONAL SUPERVISION SKILLS** (1992)
Jack M. Everitt
Published by CareerTrack Publications
A-D How to increase your confidence, respect & results.

Tape A-Volume 1:
From boss to supervisory leader; Setting goals; Time management - 1 hr.

Tape B-Volume 2:
How to hire winners; Coaching a troubled employee.

Tape C-Volume 3:
Identify employee needs; How to motivate people; Helping your employees grow - 1.25 hr.

D-Video Workbook

101.104 **MARK OF PROFESSIONAL SUPERVISOR** (date unknown)
Thinking it through.

SECTION 1
MANAGEMENT/SUPERVISION/LEADERSHIP - SUPERVISION
BOOKS AND PAMPHLETS

101.501 **STEPPING UP TO SUPERVISION** (1987)
Marion E. Haynes
*Being personally effective
*Working with individuals and groups
*Plans for growth development

101.502 **RATE YOUR SKILLS AS A MANAGER** (1991)
The editors of Crisp Publications.
Preparing to Manage in Tough Times.

101.503 **THE NEW SUPERVISOR** (1992)
Elwood Chapman-Crisp Publications
A guide for the newly-promoted.

101.504 **FROM TECHNICAL SPECIALIST TO SUPERVISOR** (1993)
Donald Shandler-Crisp Publications
Making the successful transition.

101.505 **MANAGEMENT & SUPERVISORY SKILLS FOR FIRST TIME MANAGERS AND SUPERVISORS** (1988 approx.)
Seminar Notes-Trainers: Debra & John Divine

101.506A **BASIC SUPERVISION IN PUBLIC WORKS** (1988)
American Public Works Association
Student Manual

101.506B **BASIC SUPERVISION IN PUBLIC WORKS** (1988)
American Public Works Association
Instructor's Guide

101.507 **SUPERVISORY TRAINING AND DEVELOPMENT** (1988)
Kirkpatrick (second edition)
A practical guide from program design to the evaluation of training programs.

101.508 **THE NEW SUPERVISOR: SKILLS FOR SUCCESS** (1995)
Bruce B. Tepper - American Media Publishing

101.509 **THE SUPERVISORY POSITION - SUPERVISOR'S WORKSHOP**
Session I
MDOT January 1985

101.510 **PERSONNEL MANAGEMENT DEVELOPMENT - SUPERVISOR'S WORKSHOP** Session X
MDOT January 1985

101.511 **PEER TO SUPERVISOR TUTORIAL**
North Dakota Dept. of Transportation June 1996

102.102 **ARBITRATION - A JUST CAUSE LEADER'S GUIDE** 52 min. (date unknown)
BNA Communication
A leader's informational guide to arbitration.

102.103 **HOW TO DELEGATE WORK AND ENSURE IT'S DONE RIGHT** (1989)
A & B CareerTrack Publications - Dick Lohr
Tape A-Volume 1
Part 1: Mentally Preparing to Delegate
Part 2: How to Delegate Effectively
Tape B-Volume 2
Part 1: The Human Side of Delegation
Part 2: Making the Right Things Happen

102.104 **PRINCIPLE-CENTERED LIVING** (1992)
Stephen R. Covey
Two copies on the "Timeless Principles of Effectiveness".

102.105 **THE ABILENE PARADOX** (1988)
Jerry B. Harvey (see 100.122 1/2" videotape)
How companies set themselves up for failure by fostering alienation, distrust, deceit and fear of risk-taking and what you can do to avoid the "no gain" situation.
*(*Cross-reference: The Abilene Paradox – Leader's Guide – 102.508)*

102.106 **SECRETS OF SHARED LEADERSHIP** (1997)
A Lessons in Leadership Program
Let the experts show you how everyone at every level can achieve shared leadership through superior communication and mutual trust. You may never again have the chance to experience so many world class leaders together on the same program. Includes experts such as Peter Drucker, Tom Peters, Stephen Covey, Ken Blanchard, Rosabeth Moss Kanter, Gary Hamel, Michael Hammer, John Naisbitt, and Warren Bennis.

102.107 **TEAMWORK: ACHIEVING SUCCESS** (1996)
American Training Resources
Also includes questionnaire.

102.303 **POSSIBILITY THINKING** (1981)
Dr. Robert H. Schuller
Learning units include:

1) Attitude	2) Imagination	3) Opportunities	4) Problems
5) Goals	6) Leadership	7) Self-esteem	8) Faith
9) Energy	10) Time	11) Determination	12) Management

102.305 **HOW TO DELEGATE WORK** (1988)
Dick Lohr/Career Track

102.306 **HOW TO GET RESULTS WITH PEOPLE** (1988) 3 hrs.
Jeff Salzman/Career Track Publications
How to build your leadership, power and visibility.

102.307 **PERSONALITY CONFLICTS: WHEN PEOPLE DON'T GET ALONG** AMA (1988)

102.308 **HOW YOU CAN BE MORE CREATIVE** (1987)
Roger Von Oech/Nightingale Conant

102.309 **COPING WITH DIFFICULT PEOPLE** (1986)
Robert M. Bramson/Nightingale Conant

102.310 **BLANCHARD AND TRACY ON LEADERSHIP** (1989)
Ken Blanchard/Brian Tracy
How to select/develop/direct & motivate a superior staff.

102.311A **THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE** (1989)
Stephen R. Covey - (tape A - shorter version).
A comprehensive program based on developing an awareness of how perceptions and assumptions hinder success.

102.311B **THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE** (1992)
Stephen R. Covey – contains 12 audiotapes
This is the longer version of 102.311A

102.311C **LIVING THE SEVEN HABITS** (1992)
Stephen R. Covey - 5 audiotapes

102.312A **PRINCIPLE-CENTERED LEADERSHIP** (1992)
Stephen R. Covey (tape A - shorter version)
Tells us how to apply these principles to the problems we face every day-and how to meet the goals of all strong business leaders: quality, productivity, profitability and win-win relationships.

102.312B **PRINCIPLE-CENTERED LEADERSHIP** (1992)
Stephen R. Covey - 6 tapes
A more detailed version of seminar than 102.314A

102.313 **THE PSYCHOLOGY OF ACHIEVEMENT** (1984)
Brian Tracy
Twelve Audiotapes:
Building a Positive Self-Concept;
Continued on the next page

Accepting Responsibility and Taking Charge;
Programming For Success;
Goals and Goal Achieving;
Creative Problem Solving and Decision Making;
Superior Human Relations.

102.314A **THE PSYCHOLOGY OF WINNING** (1983)
The Ten Qualities of a Total Winner
Denis Waitley 2 copies
Twelve Audiotapes:

1) Positive Self-Expectancy	6) Positive Self-Direction
2) Positive Self-Image	7) Positive Self-Discipline
3) Positive Self-Control	8) Positive Self-Dimension
4) Positive Self-Esteem	9) Positive Self-Projection
5) Positive Self-Awareness	10) Positive Self-Motivation

102.315 **THE BEST OF LESSONS IN LEADERSHIP: HOW TO STAY FOCUSED ON THE CUSTOMER** (1997)
Collectors Series
Tape 1: It's All Customer Service - The Music of Your Life
Tape 2: Get Mentally Fit and Focused Past, Present and Future
Tape 3: The Learning Organization Reengineering
Tape 4: The Benefits of Diversity Ethical Customer Service
Tape 5: Challenging Assumptions: The Sports Metaphor
Tape 6: Womens' Issues The Communicating Leader

102.502 **SYSTEMATIC PROBLEM-SOLVING AND DECISION MAKING**
Sandy Pokras-Crisp Publications
Methods for problem-solving and decision-making.

102.503 **PRINCIPLE-CENTERED LEADERSHIP** (1992)
Stephen R. Covey

102.504 **THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE** (1989)
Powerful lessons in personal change (also available in audiotape)

102.506 **LEADING TEAMS: THE SKILLS FOR SUCCESS** (1996)
Sam R. Lloyd - American Media Publishing

102.507 **SMART THINKING FOR CRAZY TIMES** (1998)
Ian Mitroff –

102.508 **THE ABILENE PARADOX LEADERS GUIDE** (1996)
This is an accompanying pamphlet to The Abilene Paradox
*(*Cross-reference: The Abilene Paradox – Video –102.105)*

SECTION 1
MANAGEMENT/SUPERVISION/LEADERSHIP - SPECIAL TOPICS
VIDEO

103.101 **DISCIPLINE WITHOUT PUNISHMENT** (date unknown) 21 min
CRM McGraw-Hill Films
How to give discipline positively

103.102 **WHO STEPPED ON THIS BUTTERFLY** (date unknown) 10 min.
James Merrill
Discusses self esteem - how to build and destroy it
2 copies

103.103 **THE FIRST TIME AROUND** (1989) 28 min.
Cally Curtis Company
Deals with work planning. A guide is available.

103.104 **YOUR PROFESSIONAL IMAGE** (date unknown) 15 min.
Idaho DOT

103.105A **EFFECTIVE FACILITATION TOOLS** (1997)
Video with workbook
Volume 1: Tools and Techniques for gathering information

103.105B **EFFECTIVE FACILITATION TOOLS**
Video with workbook
Volume 2: Tools and Techniques for unleashing group creativity.

103.105C **EFFECTIVE FACILITATION TOOLS**
Video with workbook
Volume 3: Tools and Techniques for group decision making

103.105D **EFFECTIVE FACILITATION TOOLS**
Video with workbook
Volume 4: Tools and Techniques for Taking Action as a Group.

103.105E **EFFECTIVE FACILITATION TOOLS**
Video with workbook
Volume 5: Tools and Techniques for resolving Group Conflict.

103.301 **SELF ESTEEM FOR WOMEN** (1993)
CareerTrack Publications
Six Tape and Workbook
Includes:

* Why Self-Esteem for Women;
- Self-Esteem & Body Image;
- Self-Esteem for Women;
- Self-Image;
- Self-Esteem Defined
- Self-Schemes;
- Your critical inner voice, Why do we listen to the critic, you can change your critical inner voice;
- Self defeating thinking;
- The power of affirmations;
- What really makes people happy; and
- Techniques for increasing your happiness.

103.303 **PERSONALITY CONFLICTS: WHEN PEOPLE DON'T GET ALONG**
AMA (1988)

103.503 **MILITARY LEADERSHIP**
Department of Army-July 1990
Approaches to using leadership in the military.

103.505 **COACHING & COUNSELING** (1993)
American Management Association
- How to deal with goof-offs;
- Troublemakers and other problem performers.

103.506 **COACHING AND COUNSELING** (1989)
Marianne Minor
A practical guide for managers.

103.507 **COACHING FOR IMPROVED WORK PERFORMANCE** (1987)
Ferdinand F. Fournies
Educates you on how to use face-to-face coaching to obtain immediate, positive results, increase productivity, raise quality, reduce absenteeism, increase sales, improve project results.

103.508 **COACHING FOR COMMITMENT** (1989)
Dennis C. Kinlaw
- Managerial strategies to increase performance;
- Proper ways of: Mentoring, Tutoring, Counseling and Confronting.

103.509 **MANAGEMENT SOLUTIONS SPECIAL REPORTS** (1987)
*A - Problem solving;
*B - Training;
*C - Team building;
*D - Decision making;
*E - Making motivation work;
*F - Management development & leadership techniques;
*G - Practical negotiations & conflict resolution;
*H - The manager & the law;
*I - Counseling;
*J - Building a professional image;
*K - Time management;
*L - Strategies for planning and control.

103.510 **TEACHING STRATEGIES AND TECHNIQUES FOR ADJUNCT FACILITY** (1991)
Donald Greive, Ed.D.

103.511 **DEVELOPING POSITIVE ASSERTIVENESS** (1988)
Sam Lloyd-Crisp Publications
Think assertively, feel confident, and behave positively.

103.512 **SELECTION & WORKING WITH CONSULTANTS** (1990)
Thomas J. Ucko-Crisp Publications
Strategies to get the best from consultants.

103.513 **ETHICS FOR GOVERNMENT EMPLOYEES** (1993)
Charles P. Lickson-Crisp Publications
Standards of conduct for the "public sector".

103.514 **THE FIFTY-MINUTE CAREER DISCOVERY PROGRAM** (1988)
Elwood Chapman-Crisp Publications

103.515 **MAKING HUMOR WORK** (1989)
Terry L. Paulson, Ph.D.
Taking your job seriously and yourself lightly.

103.516 **WINNING AT HUMAN RELATIONS: HOW TO KEEP FROM VICTIMIZING YOURSELF** (1989)
Elwood N. Chapman
Practical techniques for professional development.

103.517 **MOTIVATING PEOPLE** (1991)
Kurt Hanks
How to motivate others to do what you want and thank you for the opportunity.

103.518 **GIVING AND RECEIVING CRITICISM** (1990)
Patti Hathoway
Your key to interpersonal success.

103.519 **MANAGING DISAGREEMENT CONSTRUCTIVELY** (1988)
Herbert S. Kindler
Conflict management in organizations.

103.520A **HOW TO IMPROVE YOUR SKILLS VOLUME 1** (1994)
American Management Association
*Leadership *Motivation *Communication

103.520B **HOW TO IMPROVE YOUR SKILLS VOLUME 2** (1992)
American Management Association
- Delegation;
- Performance feedback; and
- Conflict management

103.521 **MENTOR TRAINING CURRICULUM** (1991)
A product of National Mentoring Working Group convened by United Way of America and One to One.
Includes: train the trainer, workshop preparation, mentor training, participant orientation, continuing training, additional resources.

103.522 **MENTORING** (1992)
Gordon F. Shea
A practical guide on how to develop successful mentor behaviors

103.523 **WORKING TOGETHER** (1989)
How to become more effective in a multicultural organization.

103.524 **ON THE LEVEL: PERFORMANCE COMMUNICATION THAT WORKS** (1988)
Patricia McLagan & Peter Krembs
Spells out proven methods that can help everyone improve performance communication.

103.525 **ATTITUDE: YOUR MOST PRECIOUS POSSESSION** (1987)
Elwood N. Chapman
A practical, workable guide to human relations.

103.527 **GOALS AND GOAL SETTING** (1993)
Larrie A. Rouillard-Crisp Publication

103.528 **IMPROVING ON-THE-JOB TRAINING** (1994)
William J. Rothwell & H. C. Kazanas Jossey-Bass Publishers
How to establish and operate a comprehensive OJT program.

103.529 **RISK TAKING** (1990)
Hervert Kindler-Crisp Publications
A Guide for Decision Makers: Learning to manage risk more effectively.

103.530 **EMPOWERMENT** (1991)
Scott & Jaffe-Crisp Publications
How to build an empowered workplace

103.531 **THE CONTINUOUSLY IMPROVING SELF** (1992)
Jeffery Lickson-Crisp Publications
A Personal Guide to TQM: Applying Deming's Principles for personal improvement.

103.534 **PRACTICAL CONFLICT MANAGEMENT SKILLS TO RESOLVE HIGHWAY/WETLAND ISSUES** (1993)
NHI-Course Reference Manual

103.536 **ARTFUL MEDIATION** (1995)
Elaine Yarbrough & William Wilmont

103.537 **INTERPERSONAL CONFLICT** (1991) 3rd Edition
Joyce L. Hocker & William W. Wilmont

103.538 **SKILLS FOR CONTROLLING CONFLICT** (1993)
Dr. Cal LeMon - OSU partners in education APWA
For citizens, colleagues and the boss.

103.539 **MAKING MEETINGS WORK** (1994)
Karen Anderson - American Media Publishing

103.540 **INCREASING EMPLOYEE PRODUCTIVITY** (1990)
Lynn Tylczak
An introduction to value management; Improved product and service quality at lower costs.

103.541 **DRIVING FEAR OUT OF THE WORKPLACE** (1991)
Kathleen D. Ryan & Daniel K. Oestreich
How to overcome the invisible barriers to quality, productivity and innovation

103.542 **MANAGING CONFLICT AT WORK** (1994)
Jim Murphy - American Media Publishing

103.543 **EFFECTIVE DELEGATION SKILLS** (1995)
Bruce B. Tepper - American Media Publishing

103.544 **NEGOTIATE WITH CONFIDENCE** (1996)
Ed Brodow - American Media Publishing

103.545 **DOCUMENTING DISCIPLINE** (1995)
Michael Deblieux - American Media Publishing

103.546 **THE PROMISE OF MEDIATION** (1994)
Robert Bush and Joseph Folger
Responding to Conflict Through Empowerment & Recognition

103.547 **MOVING FROM TRAINING TO PERFORMANCE** (1998)
Robinson & Robinson
This book is targeted primarily for people who work within an organization in roles such as the following:
- instructional designer;
- manager of training and HRD functions;
- OD consultant;
- performance consultant;
- performance technologist; and
- relationship manager.

103.548 **EFFECTIVE DELEGATION** (1998)
American Management Association
- Improve your delegation skills through a simple and effective program;
- Put yourself in control by getting your team to work more effectively;
- Give yourself more time for your work;
- Improve team performance by delegating effectively; and
- Develop the skills and confidence of your team as you delegate responsibility to them.

104.100 **CONTROLLING INTERRUPTIONS-HOW TO FREE UP AN HOUR A DAY** (1992) 60 min.
Time Management
Career Track Publications

104.301 **ONE-MINUTE MANAGER** (1984)
Kenneth Blanchard/Spencer Johnson
A review of the skills of one-minute goal setting, praising and reprimanding of employee performance.
See 104.500 - book

104.500 **ONE MINUTE MANAGER** (1982)
Kenneth Blanchard
*One minute goal settings;
*One minute praising;
*One minute reprimands
See 104.301 – audio cassette

104.501 **PUTTING THE ONE MINUTE MANAGER TO WORK** (1984)
Kenneth Blanchard - Application of the three steps

104.502 **LEADERSHIP AND THE ONE MINUTE MANAGER** (1985)
Kenneth Blanchard
Increasing effectiveness through situational leadership.

104.503 **TIME MANAGEMENT** (1998)
American Management Association – Katie Jones
*Questionnaires reveal how you measure up in your use of time;
*Effectively plan your day in advance and prioritize each task;
*Develop time management skills and live a more balanced life;
*Focus on the important goals at work and at home.

105.501 **THE ROLE AND USE OF PROCESS REVIEW TECHNIQUES IN PROGRAM MONITORING** (date unknown)
US DOT-FHWA

105.502 **HOW TO DEVELOP THE STRATEGIC PLAN** (1987)
Lionel L. Fray
Topics include the following:
*Nature of planning;
*A planning guide;
*Corporate planning;
*Business unit planning;
*Information and planning;
*Developing the planning.

105.503 **REINVENTING GOVERNMENT** (1992)
David Osborne & Ted Gaebler; Addison-Wesley Publishing Co.
How the entrepreneurial spirit is transforming the public sector.

105.504 **EXCELLENCE IN GOVERNMENT** (1990)
David K. Carr & Ian D. Littman
Published by Coopers & Lybrand. Total Quality Management in the 1990's.

105.505 **STRATEGIC MANAGEMENT OF HUMAN KNOWLEDGE, SKILLS AND ABILITIES: WORKFORCE DECISION MAKING IN THE POST-INDUSTRIAL ERA** (1991)
Eugene B. McGregor, Jr.
Provides the necessary analytical tools, insights and strategies for meeting the challenge of managing a workforce.

105.506 **CONTRACTING OUT IN GOVERNMENT** (1989)
John A. Rehfuss
*When and how to contract out;
*How to select and monitor a contractor;
*Current trends in contracting.

105.507 **MANAGING PUBLIC PROGRAMS** (1989)
Robert E. Cleary & Nicholas L. Henry
Balancing politics, administration and public needs.

105.508 **IMPROVING GOVERNMENT PERFORMANCE** (1989)
Joseph S. Wholey & Kathryn E. Newcomer
Evaluation strategies for strengthening public agencies and programs.

105.509 **IMPROVING PERFORMANCE: HOW TO MANAGE THE WHITE SPACE ON THE ORGANIZATION CHART** (1991)
Geary A. Rummler & Alan P. Brache
Helps you to understand how various departments and functions in an organization interrelate and shows organization's effectiveness.

106.100 **TEAM BUILDING: A BLUEPRINT FOR SUCCESS** 30 min.
American Management Association
Accompanying Leader's Guide

106.101 **HIDDEN ASSETS: EMPOWERING GOVERNMENT WORKERS**
(date unknown) 20 min.
MTI/Film and video

106.102 **IMPLEMENTING SELF-DIRECTED WORK TEAMS** (1992)
Published by Career Track Publications
The breakthrough method for increasing productivity, sparking innovation and reducing costs.

Tape A-Volume 1
Why self-directed teams? New roles and responsibilities

Tape B-Volume 2
Pre-implementation Team Meetings

Tape C-Volume 3
Implementation; Post-implementation; Soft supports for teams

D-Video Workbook

106.103 **AN INVISIBLE MAN MEETS THE MUMMY** (1996) 20 min., includes Leader's guide:
*Rights and wrongs of internal/external customer service for government employees;
*How to prevent red tape from getting in the way.
This entertaining video is for every government employee who makes or does something a customer needs. But who really is the customer? Many people think it's the boss, but often it's someone else.

106.501 **TEAM BUILDING: AN EXERCISE IN LEADERSHIP** (1988)
Robert B. Maddux
Exercises that help you to increase organizational effectiveness.

106.502 **25 ACTIVITIES FOR TEAMS** (1993)
Pfeiffer & Co.

106.503 **TEN TOOLS FOR QUALITY** (1994)
Richard Y. Chang - American Media Publishing

106.504 **BRIGHTEN YOUR FUTURE** (1994)
Pennsylvania DOT for the CQI Conference

106.505 **QUALITY IMPROVEMENT TEAM: FACILITATOR TRAINING** (1991)
Dept. of Treasury-Internal Revenue Service
Class Participant's Workbook

106.506 **QUALITY IMPROVEMENT TEAM: FACILITATOR TRAINING** (1991)
Dept. of Treasury-Internal Revenue Service
Instructor's Guide-Decision Making Model

106.507 **QUALITY IMPROVEMENT TEAM: FACILITATOR TRAINING**
Dept. of Treasury-Internal Revenue Service
Instructor's Guide-Problem Solving Process

106.508 **QUALITY IMPROVEMENT TEAM: FACILITATOR TRAINING** (1991)
Dept. of Treasury-Internal Revenue Service
Instructor's Guide-Group Dynamics

106.509 **QUALITY IMPROVEMENT TEAM: FACILITATOR TRAINING** (1991)
Dept. of Treasury-Internal Revenue Service
Instructor's Guide-Handout Package

106.510 **THE TEAM HANDBOOK** (1993)
Peter R. Scholtes-Joiner Press
Covers building a team, function of a team and building the tools for teamwork.

106.511 **BUILDING A WINNING TEAM** (1993)
American Management Association
*High performance through teamwork

106.512 **LEARNING TO BE A SELF-MANAGING TEAM** (1991)
Dr. Rollin Glaser

106.513 **FACILITATING SELF-MANAGING TEAMS** (1991)
Dr. Rollin Glaser

106.514A **FACILITATOR BEHAVIOR QUESTIONNAIRE** (1991)
Dr. Rollin Glaser

106.514B **FACILITATOR BEHAVIOR QUESTIONNAIRE-GUIDE** (1991)
Dr. Rollin Glaser

106.515 **HELPING YOUR ORGANIZATION GEAR UP FOR SELF-MANAGING TEAMS** (1991)
Dr. Rollin Glaser

106.516 **MOVING YOUR TEAM TOWARD SELF-MANAGEMENT** (1992)
Dr. Rollin Glaser

106.517 **FACILITATION SKILLS FOR TEAM LEADERS** (1993)
Donald Hackett, Ph.D. & Charles L. Martin, Ph.D.

106.518 **FACILITATING WORK GROUPS** (1994)
MDOT-William W. Wilmont

106.519 **1997 TEAM AND ORGANIZATIONAL DEVELOPMENT SOURCEBOOK**
Mel Silberman
New, Reproducible Tools to Build Teams and Organizations
*Team Activities
*Assessment Instruments
*Helpful Handouts
*Practical Guides

106.520 **1998 TEAM AND ORGANIZATIONAL DEVELOPMENT SOURCEBOOK**
Mel Silberman
New, Reproducible Tools to Build Teams and Organizations
*Team Activities
*Assessment Instruments
*Helpful Handouts
*Practical Guides

BUSINESS
*
COMPUTERS

200.101 **FREELANCE GRAPHICS - BEGINNING VIDEO** (1994)

200.102 **FREELANCE GRAPHICS - ADVANCED VIDEO** (1994)

200.300 **INTRODUCTION TO DESIGN FOR DESKTOP PUBLISHING**
A self-study audio course for users of any computer – Fliptrack. A set of eight two-sided cassette tapes to help you learn the how-tos of desktop publishing.

200.302 **INTRODUCTION TO DESIGN FOR PUBLICATIONS** (1987)
Wayne and Ruth Ann Kiser/Linda K. Schwart
FlipTrack Systems
Includes tapes and study guide.

200.501 **WEST'S BUSINESS LAW** (1989)
4th Edition-West Publishing Company
Text, Cases, Legal Environment

201.501 **ASSESSING FINANCIAL ACTIVITIES IN GOVERNMENT** (USDA)
Discussion of:
*Financial planning and budgeting;
*Cash in government;
*Revenues and receivables;
*Procurements and payables;
*Property management;
*Employment compensation;
*Financial reporting.

201.503 **FINANCING FEDERAL-AID HIGHWAYS** (1992)
US DOT Federal Highway Administration

SECTION 2

BUSINESS/COMPUTER - BUSINESS - ACCOUNTING

BOOKS AND PAMPHLETS

203.502 **CASES IN ACCOUNTING ETHICS AND PROFESSIONALISM** (1990)
Steven M. Mintz-McGraw Hill Books
Text

203.503 **ELEMENTARY STATISTICS** (1966)
Paul G. Hoel
Textbook on 1st year statistics.

203.504 **ETHICS IN BUSINESS** (1989)
Robert B. & Dorothy Maddux
A guide for managers.

203.505 **CREATIVITY IN BUSINESS** (1989)
Carol Kinsey Goman, Ph.D.
A practical guide for creative thinking.

204.501 **THE WHITE COLLAR SHUFFLE** (1990)
Larson & Zimney
Who does what in today's computerized workplace.

204.503 **INTRODUCTION TO PC'S AND MS DOS**
Idaho DOT

204.504 **DIGITAL DECPC PACKAGE**: (1991)
*Microsoft Windows Ver. 3.1 User's Guide;
*MS-DOS Ver. 5.0 Enhancements;
*MS-DOS Ver. 5.0 User's Guide and Reference;
*5 MS-DOS Ver. 5.0 Diskettes 2 copies;
*5 Microsoft Windows Ver. 3.0 Diskettes 2 copies .

204.505 **INSTALLING AND USING THE VT420 VIDEO TERMINAL** (1990)
Digital

204.506 **MICROSOFT MS-DOS VERSION 5.0** (1991)
User's Guide and Reference
Getting Started Zenith data systems Groupe Bull

204.507 **MICROSOFT WINDOWS GRAPHICAL ENVIRONMENT VER.3.0** (1990)
Installation and User's Guide
Digital DECPC

204.508 **MICROSOFT WINDOWS VER. 3.1** (1992)
User's guide.

204.509 **DISK OPERATING SYSTEM-USER'S GUIDE-VER. 3.2** (1986)

204.510 **DISK OPERATING SYSTEM-USER'S GUIDE-VER. 3.3** (1987)

204.511 **DISK OPERATING SYSTEM-USER'S GUIDE-VER. 3.0** (1984)

204.512 **DISK OPERATING SYSTEM-USER'S GUIDE-VER. 2.1** (1983)

204.513 **DECPC PORTABLE** (1991)
2400bps Internal Data Modem
User's Guide

204.514 **WINDOWS NT 4 WORKSTATION** 1996 (2 COPIES)
Jacquelyn Gavron and Joseph Mora

204.515 **WINDOWS NT WORKSTATION** 1996 (2 COPIES)
User's Guide
George Eckel

204.516 **WINDOWS NT 4 WORKSTATION - QUICKSTART** (1996)
Logical Operations

204.517 **USING WINDOWS NT WORKSTATION 4.0** (1996)
Paul Sanna
Special Edition - The most complete reference includes CD-ROM

204.518 **SURVIVING DAY 1 WITH WINDOWS 95** 1995 (2 COPIES)
Rebecca Altman

204.519 **VISUAL QUICK REFERENCE - WINDOWS 95**
Michael Watson

204.520 **WINDOWS 95 - ON THE JOB ESSENTIALS**
Laura Acklen

204.521 **EASY WINDOWS 95**
Sue Plumley

204.522 **10 MINUTE GUIDE TO WINDOWS NT WORKSTATION 4.0**
Sue Plumley

204.523 **10 MINUTE GUIDE TO WINFAX PRO 4.0**
Joe Kraynak

204.524 **10 MINUTE GUIDE TO MICROSOFT EXCHANGE 4.0**
Kathy Ivens

204.525 **MICROSOFT OFFICE PROFESSIONAL ESSENTIALS** (1995)
Mary Louise Kelly & Suzanne Weixel

204.526 **HOW NETWORKS WORK** (1993)
Frank J. Derfler, Jr. & Les Freed

204.527 **MACMILLAN COMPUTER PUBLISHING USA**
April 1996 - September 1996

204.528 **USING WINDOWS NT WORKSTATION 4.0**
Ed Bott
Quick answers to everyday problems. Simple step-by-step examples
Essential tips and shortcuts

204.529 **POWERPOINT FOR WINDOWS VERSON 4.0**
Module 1 Learning Guide, includes disk

204.530 **MICROSOFT & PROJECT 98 FOR WINDOWS**
Gwen Lowery & Rob Fergason

205.501 **MICROSTATION 95** (2 complete sets: 1 and A1)
1. User's Guide
2. Basic Guide
3. Administrator's Guide
4. Upgrade Guide
5. Tutorial Workbook
6. Master Index - 1
7. PC Setup Guide - 1

205.502 **MICROSTATION INTRODUCTION CLASS** (1999)
Pictures and text to help you begin. (2 copies)

205.503 **MICROSTATION INTERMEDIATE CLASS** (1997)
More pictures and text to take you to the next stage. (2 copies)

205.504 **MICROSTATION PC Version 5**
1. User's Guide (1995)
2. Reference Guide (1995)
3. Development and Support Guide
4. Database Guide (1995)
5. Introducing Microstation PC (1995)

205.505 **MICROSTATION PC INTEGRAPH Version 4**
(Three 3-Ring binders)
1. User's Guide
2. Reference Guide
3. Customization Guide

206.501 **ORG. PLUS 5.5 (ADVANCED) (1990)**

206.502 **ORG. PLUS 6.5 (ADVANCED) (1991)**

206.503 **CALENDAR MANAGER VER. 3.4** (1990)
User's Guide

206.504 **CORRECT GRAMMAR RELEASE 2.1** (1989) (2 COPIES)

206.505 **DESKTOP DESIGN** (1990)
Laura Lamar
Using the Macintosh computer as a graphic design and production tool.

206.506A **GEOPAK USER'S MANUAL**
MDT - 1995

206.506B **GEOPAK CRITERIA FILES CATALOG**
MDT - 1995

206.507 **GIS/VIDEO IMAGERY APPLICATIONS** (1994)
Demonstration Project 85-Participant's Workbook
U.S. DOT/FHWA

206.508 **QUALITY ASSURANCE SOFTWARE FOR THE PERSONAL COMPUTER**
Demonstration Project May 1996

207.501 **GREGG REFERENCE MANUAL** (1985)
William A. Sabin
Discusses all technical areas of writing including computer terms, grammar, punctuation and memos.

207.502 **COMPLETE SECRETARY'S HANDBOOK** (1988)
Lillian Dori & Besse May Miller
Everything a secretary needs to know.

COMMUNICATION

SECTION 3
COMMUNICATION – SKILLS
VIDEO

300.101 **COMMUNICATING NON-DEFENSIVELY: DON'T TAKE IT PERSONALLY**
McGraw Hill Films 21 mins.

300.102 *through* 300.106 **THE ELEMENTS OF STYLE & EXERCISE BOOK** (1988)
William Strunk Jr./E.B. White
Narrated by Charles Osgood. This video deals with forming possessives, using commas, semicolons, dashes, proper pronouns and subject/verb agreement. Composition part deals with paragraphs, active voice, needless words and words and expressions commonly misused. Accompanying workbook.

300.102 **MODULE 1**

300.103 **MODULE 2 AND 3**

300.104 **MODULE 4 PART 1**

300.105 **MODULE 4 PART 2**

300.106 **MODULE 5**

300.108 **CAUSE FOR LISTENING (TRAINING PROGRAM) WORKBOOK** (1988)
Deals with the skill of being a good listener.

300.109 **A WILD GOOSE CHASE** 5 min.
(see Management/Supervision/Leadership for description)

300.110 **SKILLS FOR CONTROLLING CONFLICT** (1994)
American Public Works Association
A facilitator's guide for the videotape training series, tapes to follow.

300.110A **SESSION 1 - THE CAUSES OF CONFLICT**

300.110B **SESSION 2 - DO MEN AND WOMEN COMMUNICATE DIFFERENTLY?**

300.110C **SESSION 3 - ENDING "GAME-PLAYING" IN THE WORKPLACE**

300.110D **SESSION 4 - GIVING SOMEONE A PIECE OF YOUR MIND**

300.110E **SESSION 5 - BECOMING A GOOD LISTENER**

300.111 **INTERPERSONAL COMMUNICATION SKILLS**
A - E Published by CareerTrack Publications
Training to minimize conflict and build collaboration in today's team-oriented workplace.

300.111A **Volume 1** **How to start conversations; End positively**

300.111B **Volume 2** **Perceptions; Styles & Non-verbal communication**

300.111C **Volume 3** **How to listen; Persuasion, put-downs and criticism**

300.111D **Volume 4 Balancing humor with competence**

300.111E **Video Workbook**

300.112 **WHAT'S SO FUNNY ABOUT WORK**
CareerTrack Publications/Helen Sutton
How to bring humor to the workplace.

300.113 **THE ARTS OF CRITICISM...GIVING AND TAKING**
Kantola Productions

300.114 **CONFLICT COMMUNICATION SKILLS** (1995) 14 min.
American Training Resources

300.115A **GRAMMAR FOR BUSINESS PROFESSIONALS** 59 min.
Volume 1: Sentence and Paragraph Structure
Patricia Cramer

300.115B **GRAMMAR FOR BUSINESS PROFESSIONALS** 1:02
Volume 2: Punctuation
Patricia Cramer

300.115C **GRAMMAR FOR BUSINESS PROFESSIONALS** 1:07
Volume 3: Spelling and Usage
Patricia Cramer

SECTION 3

COMMUNICATION – SKILLS

AUDIO - CASSETTE TAPES

300.301 **COMMUNICATING SKILLS**
Resources for Education and Management, Inc.
Addison-Wesley Publishing
*General Principles of Communicating;
*Barriers to Communicating;
*Improving Personal Communicating;
*Effective Group Communicating;
*Supervisor As A Communicator;
*Common Mistakes in Communicating.

300.301 **COMMUNICATING SKILLS, Cont.**
This learning unit provides an introduction to organizational communication problems...discusses good and bad communication, and offers examples of each; and explaining the elements of a communication system.

300.302 **COMMUNICATING EMPATHY** (1980)
John Milnes/Harvey Bertcher
Resources for Education and Management Inc.
A tape-assisted learning program. Deals with communicating feeling.

300.304 **LISTENING: THE QUIET SIDE OF COMMUNICATION**
American Media Association (1988)

300.305 **POWER NETWORKING-55 SECRETS FOR PERSONAL & PROFESSIONAL SUCCESS**
Donna Fisher/Career Track Publications
Network your way to better business contacts, more interesting friends, and new and unusual opportunities.

300.306 **CHICKEN SOUP FOR THE SOUL LIVE!**
Jack Canfield & Mark Victor Hansen
Stories to open the heart and rekindle the spirit.

300.307 **THE CRITICAL EDGE**
Hendrie Weisinger, Ph.D.
Learn how to give and take criticism and come out on top.

300.308 **IMPETUS FOR ORGANIZATIONAL CHANGE**
Tape 1 Transportation Research Board-73rd Annual Meeting
Tape 2

SECTION 3
COMMUNICATION – CHANGE
BOOKS AND PAMPHLETS

300.502 **RE-INVENTING THE CORPORATION** (1985)
John Naisbitt & Patricia Aburdene
Warner Books

300.504 **EMPLOYEE HANDBOOK OF NEW WORK HABITS FOR A RADICALLY CHANGING WORLD** (1994)
Price Pritchett

300.505 **THE EMPLOYEE HANDBOOK FOR ORGANIZATIONAL CHANGE** (1994)
Price Pritchett & Ron Pound

300.506 **MANAGING ORGANIZATIONAL CHANGE** (1989)
Cynthia Scott & Dennis Jaffe
Crisp Publications
A Practical Guide for Managers: Becoming an Effective Change Agent.

300.507 **UNDERSTANDING ORGANIZATIONAL CHANGE** (1989)
Lynn Fossum-Crisp Publications
A friendly guide to change models.

300.508 **CREATING CULTURE CHANGE: THE KEY TO SUCCESSFUL TOTAL QUALITY MANAGEMENT** (1990)
Philip E. Atkinson

300.509 **MANAGING CHANGE THROUGH TRAINING & DEVELOPMENT**
Jim Stewart (1991)

300.510 **CUSTOMER-FOCUSED PROCESS IMPROVEMENT** (1991)
Lochridge & Company, Inc.

300.511 **CUSTOMER SERVICE AND GAINS PROGRAMS** (1992)
Pennsylvania DOT

300.512 **SERVICE EXCELLENCE** (1994)
Price Pritchett
The handbook for managing the challenge of providing quality service by gaining a competitive advantage.

300.513 **THE STRESS OF ORGANIZATIONAL CHANGE**
Price Pritchett & Ron Pound

300.514 **PREPARING FOR A NEW CENTURY** (1994)
The Governor's Task Force to Renew Montana Government

300.516 **THE NEW AMERICAN WORKPLACE CONFERENCE SELECTED ARTICLES** U.S Department of Labor (1992)
Creating Successful Organizations

300.517 **LEADING CHANGE** (1995)
James O'Toole
Overcoming the Ideology of Comfort and the Tyranny of Custom.

SECTION 3

COMMUNICATION – CHANGE

BOOKS AND PAMPHLETS

300.518 **COMMUNICATING FOR CHANGE** (1996)
Roger D' Aprix
Connecting the Workplace with the Marketplace.

300.519 **BUSINESS AS UNUSUAL** (1994)
Price Pritchet, Ph.D. & Ron Pound, Ph.D.
The handbook for managing and supervising organizational change.

300.520 **ORGANIZATIONAL SURVEYS**
Allen I. Kraut
Tools for Assessment and Change

301.502 **ORGANIZATIONAL COMMUNICATIONS/BEHAVIOR PERCEPTIONS** (1981) (2 copies)
Jerry W. Koehler/Karl W.E. Anatol/Ronald L. Applebaum
Looks at the message and the communicator in great detail, including small group communication and decision making.

301.503 **INTERPERSONAL COMMUNICATION FOR TECHNICALLY TRAINED MANAGERS** (1988)
A guide to skills and techniques.

301.505 **COMMUNICATE: A WORKBOOK FOR INTERPERSONAL COMMUNICATIONS** (1978)
Communication Research Association
Topics cover communication barriers, listening and feedback, perception, self-expression, non-verbal communication and application.

301.506 **EFFECTIVE COMMUNICATION FOR MANAGERS** (1993)
American Management Association
*Giving clear instructions;
*Criticizing performance;
*Leveling with employees.

301.507 **TECHNICAL PRESENTING SKILL** (1988)
Steve Mandel
A practical guide for better speaking.

301.508 **EFFECTIVE PRESENTATION SKILLS** (1987)
Steve Mandel
Proven techniques for more confident, enthusiastic and persuasive presentations.

301.509 **THE BUSINESS OF LISTENING: A Practical Guide to Effective Listening** (1988)
Diane Bone
Improve personal productivity through better listening.

301.510 **SELLING TO A GROUP-PRESENTATION STYLES** (1993)
Paul le Roux/Harper & Row Publishers

301.511 **TECHNIQUES FOR COMMUNICATION**
John Cowan
*Employee communication;
*Fund raising;
*Media relations;
*Sales promotion;
*Customer relations;
*Strategies for non-profits;
*Personal development.

301.512 **MANAGING PUBLIC DISPUTES** (1988)
Susan L. Carpenter & WJD Kennedy
Designing workable conflict management strategies and how to implement them.

SECTION 3
COMMUNICATION – GENERAL TOPICS
BOOKS AND PAMPHLETS

301.513 **COMMUNICATING FOR RESULTS IN GOVERNMENT**
James L. Garnet (1992)
A strategic approach for public managers using effective communication skills.

301.514 **GETTING TO YES-Negotiating agreement without giving in**
Fisher & Ury-Penguin Books (1991)

301.515 **NOBODY'S PERFECT: HOW TO GIVE CRITICISM & GET RESULTS**
Dr. Hendrie Weisinger & Norman M. Lobsenz (1981)
Talks about communication and miscommunication and how human behavior is involved in human organization.

301.516 **ORGANIZATIONAL LINKAGES** (1994)
National Research Council
Understanding the Productivity Paradox.

301.517 **LOOKING OUT-LOOKING IN** (1987)
Ronald B. Adler & Neil Towne
A guide to interpersonal communication.

301.518 **PERSONAL STYLES & EFFECTIVE PERFORMANCE** (1981)
David W. Merrill & Roger H. Reid

301.519 **COMMUNICATION WORKS** (1996)
Teri & Michael Gamble

301.521 **COMMUNICATION TECHNIQUES FOR TODAY'S MANAGER**
Ed Bauer
Winning ideas, methods and strategies

301.522 **EFFECTIVE COMMUNICATION** (1999)
American Management Association – Chris Roebuck
Self-development for success. Improve your communication skills through a simple, effective program. Get your message across effectively to your boss, your team, and your peers. Make written media –reports, letters, and memos –work for you. Learn how to get others to communicate effectively with you.

SECTION 3
COMMUNICATION – PRESENTATIONS
BOOKS AND PAMPHLETS

302.501 **COMPLETE SPEAKERS' AND TOASTMASTERS' LIBRARY** (1965)
Jacob M. Braude
Toasts, proverbs, speech openers and closures.

302.502 **COMPLETE SPEAKERS' AND TOASTMASTERS' DESK BOOK** (1981)
A.L. "Kirk" Kirkpatrick
A step-by-step aid to the art of public speaking from approaching the platform to the question & answer session.

302.503 **33 MAJOR MISTAKES MOST SPEAKERS MAKE & HOW YOU CAN EASILY AVOID THEM**
Ragan Communication, Inc

302.507 **BRAUDE'S TREASURY OF WIT & HUMOR** (1964)
Jacob M. Braude
Humor for speakers, writers, conversationalists and readers.

302.508 **PUBLIC SPEAKING HANDBOOK** (1989)
Idaho DOT
A guide to speeches.

302.509 **CONVERSATION MAGIC** (1981)
Les Donaldson
How to make a positive impression and persuade people using your communication magic.

302.510 **WRITING RESUMES** (1985)
Stephen D. Bruce
Discusses what a good resume is, what information to include and how to write a resume.

302.511 **HOW TO WRITE JOB DESCRIPTIONS** (1982)
Bureau of Law and Business, Inc.
A step-by-step guide including word definitions.

302.512 **WRITING GOOD PROSE** (1971)
Alexander E. Jones & Claude W. Faulkner
*Writing pairs of independent clauses;
*Writing paragraphs;
*Writing themes.

302.513 **A STEP-BY-STEP GUIDE FOR ASSEMBLING COURSE MANUALS** (1988)
Nicolay and Barrette
Covers overall course development and the construction sequence. Contains a user guide.

302.514 **WRITING AND DESIGNING OPERATORS MANUALS** (1984)
Gretchen H. Schoff & Patricia Robinson
How to write operator's manuals analyzing user needs.

302.515 **MDOH READABLE WRITING REFERENCE GUIDE** (1990)
(handouts available)
Techniques for clear concise writing, contemporary writing styles and formats and state statutes governing readable writing.

SECTION 3
COMMUNICATION – PRESENTATIONS
BOOKS AND PAMPHLETS

302.518 **THE ELEMENTS OF STYLE** (1979)
E.B. White
Contains principles of composition, rules of usage, form, words and expressions commonly used.

302.519 **A MANUAL FOR WRITERS OF TERM PAPERS, THESES AND DISSERTATIONS** (1973)
Kate L. Turabian
Discusses spelling, punctuation, footnotes, special forms, and U.S. Government documents.

302.520 **FADS, FALLACIES AND FLERD: STEERING CLEAR OF BAD WRITING ADVICE** (1992)
Twain Productions

302.521 **WRITE SMARTER, NOT HARDER** (1989)
Joe Floren
Twain Productions
A fast-paced, humorous guide to more concise and effective writing.

302.522A **WRITE SO IT COUNTS** Book 1989)1
Joe Floren (
A self-study course in effective writing.

302.522B **WRITE SO IT COUNTS** Book 2 (1989)
Joe Floren
A self-study course in effective writing.

302.523 **WRITE SO IT COUNTS Administrator's guide** (1991)
Joe Floren
A self-study course in effective writing.

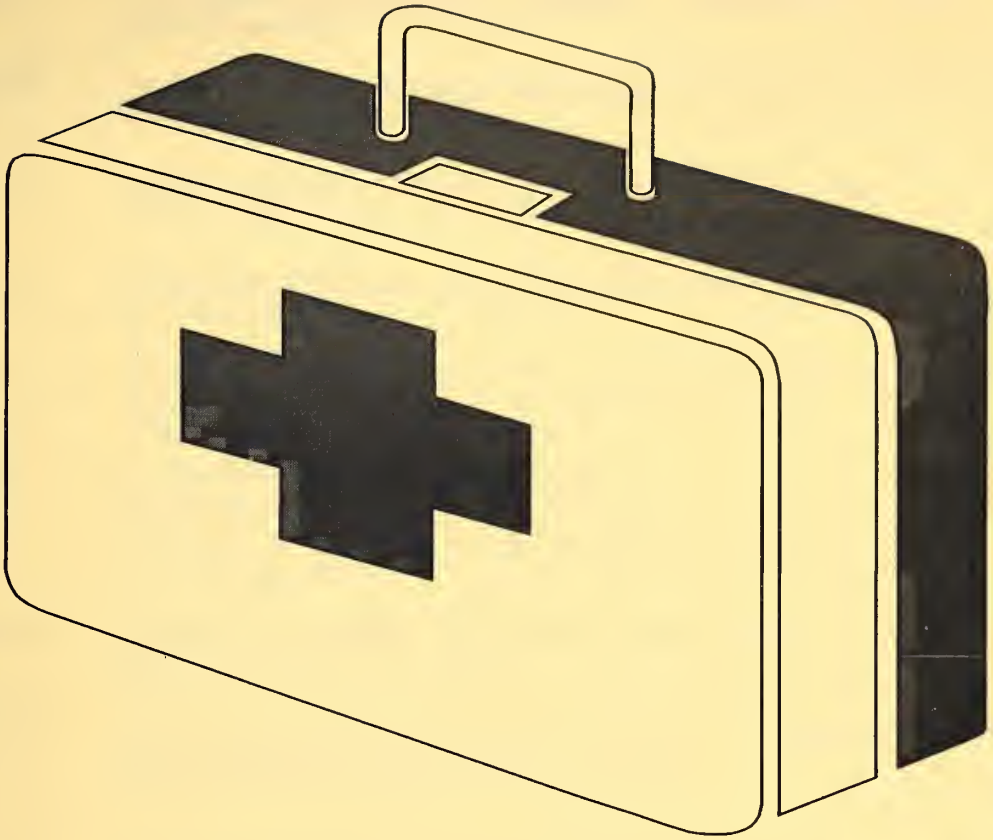
302.524 **WRITE SO IT COUNTS** (1993)
Joe Floren
A self-study course in effective writing.

302.525 **DOES YOUR RESUME WEAR BLUE JEANS**? (1985)
C. Edward Good
A book on resume preparation and job-search strategy.

302.526 **THE DAMN GOOD RESUME** (1989)
Yana Parker
Gives a summary and examples of how to write an effective resume.

302.527 **SUCCESSFUL PRESENTATIONS FOR DUMMIES**
Malcom Kushner

302.528 **DO NOT GO NAKED INTO YOUR NEXT PRESENTATION**
Ron Hoff
Nifty little nuggets to quiet the nerves and please the crowd.



HEALTH AND SAFETY

HEALTH
AND
SAFETY

SECTION 4
HEALTH/SAFETY - DRUG & ALCOHOL
VIDEO

400.100 **DRINKING AND DRIVING: THE TOLL, THE TEARS** (1986)
Kelly Burke/WETA

400.101 **FATHER MARTIN'S GUIDELINES FOR HELPING THE ALCOHOLIC**
FMS Productions, Inc. 48 min.

400.102 **ENEMY WITHIN: DRUGS IN THE WORKPLACE** 26 min.
MTI Film and Video

400.103 **SUBSTANCE ABUSE: A MANAGEMENT INTERVENTION PROGRAM**
AIMS Media 17 min.

400.104 **REASONABLE SUSPICION AT THE SUPERVISOR'S DISCRETION**
Infosource

400.105 **REASONABLE SUSPICION** 60 min.
Narrated by Bill Judge, Attorney At Law
Provides guidelines for employers regarding reasonable suspicion.
Drug/Alcohol - testing

400.106 **SUBSTANCE ABUSE - REASONABLE SUSPICION** (1996) 16 min.
American Training Resources

400.107 **ALCOHOL & DRUG TESTING: TRAINING & AWARENESS FOR SUPERVISORS & EMPLOYEES** 15 min.
J.J. Keller & Associates, Inc. - Complete Kit

400.108 **WHAT HAPPENED TO DICK AND JANE?**
A message about drug and alcohol abuse, featuring Harry Edwards.

400.109 **"DRUGS AT WORK" Keep Drugs off the Road** (1988) 24 min.
A drug-free program for transportation systems..

400.110A **WHAT YOU NEED TO KNOW ABOUT THE D.O.T. ALCOHOL & DRUG RULES: SUPERVISOR'S KIT - INFORMATION**
Plus training manual to accompany video National Safety Council. The Supervisor's Role in Administering D.O.T. Regulations and a Drug-Free Workplace.

400.110B **WHAT YOU NEED TO KNOW ABOUT THE DOT ALCOHOL & DRUG RULES: SUPERVISOR'S KIT - APPLICATION**
Plus training manual to accompany video.
National Safety Council

400.111A **WHAT YOU NEED TO KNOW: SUPERVISORS 60/60 TRAINING**
Part 1: Alcohol Supplement
See written material that goes with video.

400.111B **WHAT YOU NEED TO KNOW: SUPERVISORS 60/60 TRAINING**
Part 2: Substance Abuse & Constructive Confrontation
See written material that goes with video.

400.112 **BACK TO WORK** (1990) 20 min.
EAP Support Series
The program shows supervisors how to deal with an employee who's returning to work after treatment for substance abuse. It gives glimpses of activities in treatment and successful ways to make the transition back to work.

400.113 **TOWARD A DRUG-FREE AMERICA**

400.300 **EMPLOYEE SUBSTANCE ABUSE PROGRAMS** (1991)
A & B 2 Tapes

400.500 **DRUG AND ALCOHOL FACTS**
Montana Department of Transportation
Substances covered in this guide are: Alcohol, Marijuana, Cocaine, Opiates, and Amphetamines and Phencyclidine (PCP).

400.501 **DRUG AND ALCOHOL GUIDE**
Montana Department of Transportation 2-27-95
This drug and alcohol guide is designed to answer basic questions about the drug and alcohol testing program only.

400.502 **ALCOHOL RELATED MISCONDUCT** (1984)
Adolph M. Koven/Susan L. Smith
Part of the Blackacre series on discipline and discharge.

400.503 **ZERO ALCOHOL (1987)**
Transportation Research Board
Limits for Truck and Bus Driver

401.100 **BACK INJURY PREVENTION PROGRAM MODULE 1-2-3** (1989)
DuPont

401.100A **Tape 1** (Module 1)-Biomechanics 15 min.

401.100B **Tape 2** (Module 2)-Ergonomics 13 min.

401.100C **Tape 3** (Module 3)-Fitness 19 min.

401.500 **GOODBYE BACKACHE** (1983)
Dr. David Imrie
A practical way to a pain-free and healthy back.

NONE LISTED B SELECTIONS PENDING

403.100 **NATIONAL CHEMICAL RESPONSE INFORMATION CENTER**
Covers services provided by Chemical Manufacturing Association.
14 min.

403.101 **UNDERSTANDING CHEMICAL LABELS** (1989)

403.102 **PESTICIDE SAFETY: IT'S IN YOUR HANDS** 66 min.
(has accompanying leader's guide-see 400.510)

403.103 **FILL IT OR NOT** 18 min.
National Propane Gas Association

403.104 **HERITAGE PROPANE - DISPENSER OPERATOR TRAINING PROGRAM**
Heritage Propane Corporation
This video and accompanying notebook covers the issue of safety in handling LP-Gas. Topics include the characteristics of LP-Gas, standards & codes, filling LP-gas containers, purging LP-gas containers, visual inspection and requalification of DOT (ICC) cylinders, labeling and marking, emergency procedures and certificate of instruction.

403.105 **LP GAS: KNOW THE FACTS** 11 min.
TX DOT

403.106 **HOW TO HANDLE CORROSIVES** (1989)
J.J. Keller and Associates, Inc.

403.107 **HOW TO HANDLE SOLVENTS** (1989)
J.J. Keller and Associates, Inc

403.500 **PESTICIDE SAFETY-IT'S IN YOUR HANDS** (1985)
(see 400.154) LEADER'S GUIDE

403.501 **BASIC PESTICIDE TRAINING MANUAL** (1990)
Dept. of Agriculture

403.502 **EQUIPMENT PESTICIDE TRAINING MANUAL** (1986)
Dept. of Agriculture

403.503 **PESTICIDE OPERATOR** (1988)
Dept. of Highways

403.504 **WEED TRAINING MANUAL** (1986)
Dept. of Agriculture

403.505 **SPECIALTY CHLORINATED SOLVENTS** (1991)
Product Stewardship Manual

SECTION 4
HEALTH/SAFETY - ELECTRICAL
SLIDES - TAPE

405.100 **ERGONOMICS - LUMBAR LOCK PRESENTATION** (1991)
11 min.
Decade

405.101 **ERGONOMICS - BREAK THE RMI HABIT** (1997) 12 min.
COASTAL

405.500 **CREATING THE ERGONOMICALLY-SOUND WORKPLACE**
Jossey-Bass Publishing-Lee T. Ostrom
Designing the work environment for optimum performance.

405.501 **ARRANGING YOUR WORKSTATION TO FIT YOU** (1993)
VDT Ergonomics-How to make changes to a comfortably arranged workstation.

405.502 **EXERCISE AT YOUR WORKSTATION** (1993)
VDT Ergonomics-Exercises to keep you comfortable at your workstation.

405.503 **HEALTHY HANDS**
A classroom book put together by BODY WISE WELLNESS CENTER, P.O. Box 1262, Helena, MT 59624

406.100 **SAFETY ON THE JOB SERIES: FIRE EXTINGUISHERS AIMS**
Med 23 min.

406.101 **FIRE EXTINGUISHER: FIGHT OR FLIGHT?**
National Fire Protection Association
Includes Instructor's Guide.

406.102 **HOW TO HANDLE FLAMMABLES** (1989)
J.J. Keller and Associates, Inc.

406.103 **FLAMMABLE AND NON-FLAMMABLE COMPRESSED GASES** (1989)
J.J. Keller and Associates, Inc.

406.104 **CLOSED CONTAINERS AND FIRE** 20 min.
Explains the dynamics of fire in a closed container.

406.105 **B.L.E.V.E. (BOILING LIQUID EXPANDING VAPOR EXPLOSION)**
17 min.
Using dramatic footage this program explains the nature, reason, and danger associated with boiling liquid expanding vapor fires.

406.400 **FIRE SAFETY** (1982) 11 min.
National Safety Council
Topics include:
*How to prevent fires;
*Situations that cause fires;
*Evacuation plans.

407.100 **SAFETY & ENVIRONMENTAL AFFAIRS JOURNAL JANUARY 1995 EDITION**
Coastal Video Communications
Environmental Trends 2 min
Interactive Training 8 min
On Location: Delta Airlines 6 min
Small Spills & Leaks 5 min

407.101 **SAFETY & ENVIRONMENTAL AFFAIRS JOURNAL FEBRUARY 1995 EDITION**
Coastal Video Communications
Fall Protection 5 min
On Location: Motorola 6 min
Slips, Trips & Falls 5 min
Preventive Medicine 5 min

407.102 **SAFETY & ENVIRONMENTAL AFFAIRS JOURNAL MAY 1995 EDITION**
Coastal Video Communications
Ergonomics 4 min
Working Around Cranes 6 min
On Location: GATX Terminals 5 min
VPP Recertification 4 min
Family Vacations 4 min

407.103 **SEAJ: SAFETY AND ENVIRONMENTAL AFFAIRS JOURNAL AUGUST 1996 EDITION**
Focus Segment: ISO 14000
Training Timeout: Pollution Prevention
Off-the-Job Safety Segment: Hiking, Climbing & Camping
On Location: San Diego Fire Dept.

407.104 **PLAYING WITH YOUR LIFE** 14 min.
Maryland Dept of Transportation

407.105 **MIKE PRYOR: TELLING LIKE IT IS!** 18 min.
With leader's guide
ERI Safety Videos

407.106 **NORTH DAKOTA SAFETY ORIENTATION FOR TEMPORARY EMPLOYEES** 13 min.

407.107 **SOUTH DAKOTA SAFETY TRAINING PROGRAM** 25 min.
*Hand Safety 5 min
*Head Protection 5 min
*Slips, Trips & Falls 5 min
*Clean Up That Mess 5 min
*So-You Want a Video 5 min

407.108 **SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION "ROLL YOUR OWN" VIDEOS ON SAFETY**
South Dakota Highway Patrol

407.109 **RTAP CONFERENCE** (1989)
Tort liability, planning a safety program, workzone traffic control and commercial driver licensing.

407.110 **IDEA STORE - VOLUME 8** 10 min.
August 1993/PA Dept of Transportation

407.111 **ODOT ELEMENTS OF FLAGGING SAFETY** (1992) 10 min.

407.112 **MAKING SAFER ROADS** 12 min.
Experts explain which hazards present the worst problems and how to alleviate them.

407.113 **HIGHWAY/RAIL GRADE CROSSINGS DIAGNOSTIC REVIEW**

407.114 **HIGH IMPACT MAINTENANCE SAFETY** 19 min.
National Institute for Employee Development

407.114 **HIGH IMPACT WELDING SAFETY** 19 min.
1A ERI Safety Video - includes Leader's Guide
Shows six welding accidents to remind viewers that welding/cutting operations are potentially dangerous.

407.114 **HIGH IMPACT CRANE SAFETY** 18 min.
1B ERI Safety Video - includes Leader's Guide
Shows 5 re-enactments of accidents involving indoor cranes.

407.115 **TRAINING TIMEOUT: CONFINED SPACE TRAINING** 5 min.
Coastal Video Communications
Key points include what a permit-required confined space is, atmospheric testing as part of the permit procedure, special training and re-certification required for rescue team members, what a rescue team does upon arrival at a confined space accident and information on annual training for entrants, attendants and rescuers.

407.116 **CONFINED SPACES DEADLY PLACES** 22 min.
(Has 11 accompanying Trainers Manuals)

407.117 **WORKPLACE VIOLENCE** 25 min.
The Calm Before the Storm
COASTAL Commonwealth Film

407.117 **WORKPLACE VIOLENCE: RECOGNIZING AND DEFUSING AGGRESSIVE BEHAVIOR** - American Training Resources Inc. (ATR)
This program is designed to make supervisors more aware of the issues related to workplace violence and to give them some tools to help recognize/diffuse/and prevent it. Participants will learn common causes of violent and aggressive behavior, the destructive results that even mild forms of aggression can create, and warning signs, etc.
****Trainer's Manual accompanies video****

407.118 **WASHTO '95 DRIVING FEAR OUT OF THE WORKPLACE**
Violence Presentation by Dan Oestreich

407.119 **INCIDENT PREVENTION** 14 min.
AIMS Media
Includes 2 Presenter's Guides

407.120 **SCHOOL ZONE SAFETY** (1995) 2 copies 20 min
Training for school crossing supervisors
LTAP/MDT-Transportation Planning

407.121 **SAFETY IN THE OFFICE** (1988)
NUS Training Corporation
Includes written leader and program guide

407.122 **SAFETY AND THE SUPERVISOR** 25 min.
Long Island Productions #231

407.123 **SAFETY IS YOUR RESPONSIBILITY** 13 min.
Long Island Productions #179

407.124 **REPORT TO WORK/YOUR SAFETY RESPONSIBILITY** 10 min.
Long Island Productions #243

407.125 **SAFETY SUCCESS FOR MANAGERS & TEAM LEADERS** 21 min.
Designed to teach managers & team leaders safety principles to help prevent injuries in work groups. Program provides an over-view of a workplace safety model, explains why people behave unsafely, discusses the relationship between unsafe acts & accidents, describes how management behavior can affect safety climate & details 5 specific roles that managers & team leaders have in a company's overall safety program.

407.126 **SAFETY SUCCESS FOR SAFETY TEAMS AND COMMITTEE** 21min.
Designed to teach safety team and committee members how to be an effective partner in the safety process. Discusses how safety is achieved in the workplace, the kinds of activities a safety team or committee might undertake and some basic principles for working effectively as a group.

407.127 **PLANNING FOR LABORATORY EMERGENCIES** 14 min.
AIMS Media
Includes 2 Presenter's Guides

407.128 **EMERGENCY PREPAREDNESS** 14 min.
AIMS Media
Includes 2 Presenter's Guides

407.129 **EARTHQUAKE-MSU TECHNOLOGY OCCUPATIONAL DEVELOPMENT**
Lecture from August 10, 1995

407.130 **BEHAVIORAL METHODS FOR ACCIDENT PREVENTION** 19 in.
Behavioral Science Technology, Inc.

407.131 **"ACCIDENT REPORT"** 30 min.
A discussion from the viewpoint of the brain on what causes accidents.

407.132 **ACCIDENT INVESTIGATION** 22 min.
Summit Training Source

407.133 **ACCIDENT INVESTIGATION IN THE WORKPLACE** (1996)
Supervisor Training and Employee Awareness
J.J. Keller & Associates
Continued on next page

Accident Investigation in the Workplace is a valuable tool to help you conduct a thorough investigation that uncovers the root cause of any unplanned event, major or minor, that disrupts the workplace and threatens the health and well-being of employees. Includes accompanying booklet.

407.134 **REDUCE ACCIDENTS BY AS MUCH AS 90%** 10 min.
Safety Shorts

SECTION 4
HEALTH/SAFETY - GENERAL TOPICS
SLIDES - TAPE

407.300 **ENHANCING DATA QUALITY** (1991)
2 Tapes
Discusses data quality and editing accident data.

407.301 **COPING WITH STRESSFUL SITUATIONS AT HOME**
Bramson & Bramson – 2 tapes

407.500 **MONTANA DEPARTMENT OF TRANSPORTATION**
Baseline Assessment Report Feb. 16, 1993

407.501 **OFFICIAL OSHA CONSTRUCTION SAFETY HANDBOOK** (1995)
J.J.Keller

407.502 **OFFICIAL OSHA SAFETY HANDBOOK**
J.J. Keller Second Edition

407.503 **RISK MANAGEMENT FOR TEXAS STATE AGENCY** (1991)

407.504 **TORT LIABILITY AND RISK MANAGEMENT** (1987)
CLRP Report No. 87-4

407.505 **THE PSYCHOLOGY OF SAFETY** (1996)
E. Scott Geller
How to Improve Behavior and Attitudes on the Job

407.506 **TAILGATE TALKS** (1993)
Colorado DOT

407.507 **169 LOW-COST SAFETY STRATEGIES**
Business Research Publications

407.508 **SUPERVISOR'S DEVELOPMENT PROGRAM** (1993)
Participant's Kit
National Safety Council
*Supervisor's Safety Manual, 8th Edition;
*Participant's Workbook;
*Memory Jogger.

407.509 **SAFETY TIPS BOOKLET-THE TRAINING ACTIVITY** (1991)
South Dakota DOT

407.511 **CONSTRUCTION SAFETY HANDBOOK** (1996)
Mark McGuire Moran
A Practical Guide to OSHA Compliance & Injury Prevention.
Includes The Occupational Safety and Health Act, Record keeping and Reporting - Understanding OSHA'S Requirements, OSHA Construction Industry Standards - Achieving Compliance at Your Site, etc.

407.513 **HOW TO CONDUCT SAFETY & HEALTH AUDITS**
Business & Legal Reports (1991)

407.514 **MONTANA'S TAKE-ALONG WINTER SURVIVAL HANDBOOK** (1992)
Larry Akers, Disaster & Emergency Services
See Video 411.108 Cold Weather Safety

407.515 **SUPERVISOR'S SAFTY MEETINGS HANDBOOK** (1989)
BLR

407.516 **SAFETY & HEALTH COPY KIT**
Parlay International

408.100 **THE CASE OF THE RIGHT TO KNOW MYSTERY** (1990)

408.101 **TRAINING FOR OSHA RIGHT TO KNOW**
INTRODUCTORY OVERVIEW of regulations
AIMS Media Includes 2 Presenter's Guides

408.102 **THE MSDS & YOU** (1989)

408.103 **HM-126F : A TRAINING PROGRAM FOR HAZMAT EMPLOYEES**

408.104 **HAZWOPER-FIRST RESPONDER AWARENESS LEVEL** 16 min.
Industrial Training Inc.
Helps employers meet the training requirements of OSHA's Hazardous Waste Operations/Emergency Response Final Rule.

408.105 **AWARENESS FOR INITIAL RESPONSE TO HAZARDOUS MATERIALS INCIDENTS** 15 min.
Covers identification and initial response procedures for hazardous materials incidents.

408.106 **IMMEDIATE EMERGENCY RESPONSE** (1989)
J.J. Keller and Associates, Inc.
This video covers what should be done at the scene of a hazardous materials accident.

408.107 **THOSE VITAL FIRST MINUTES** 20 min. DuPont
A hazardous materials response tape. This program emphasizes the importance of a quick, well-planned response to a hazardous material incident.

408.108 **TEAMWORK: SAFE HANDLING OF A HAZARDOUS MATERIAL INCIDENT**
Shows the advantages of teamwork in incident management.

and

MIAMISBURG: ANATOMY OF A RESPONSE 19 min.
Analyzes the community's response to a major rail accident.

408.109 **HAZARDOUS WASTES AND YOUR WELL BEING** 8 min.
OSHA - An awareness training

408.110 **DON'T BLOW IT**
EPA
Asbestos protection for mechanics

408.111 **RADIATION: ENERGY ON THE MOVE** 19 min.
Britannica (1991)

408.112 **HAZARDOUS MATERIALS: DOT REGS FOR SHIPPERS** 25 min
Video and Training Guide
Air & Water Tech/Metcalf & Eddy

408.300 **HAZARDOUS WASTE ISSUES IN THE TRANSPORTATION SECTOR**
2 TAPES

408.301 **HAZARDOUS WASTE IN REAL ESTATE TRANSACTIONS SEMINAR**
Helena, MT 10/89 See booklets accompanying tapes.
1&2: Introduction and Overview of Federal & State Regulatory Schemes:

3&4: Hazardous Waste – Impact of State Law: Montana Comprehensive Environmental Cleanup and Responsibility Act; Current State Policy On Hazardous Waste Issues:

5&6: Negotiating & Drafting Real Estate Sale Agreements – Seller's Point of View; Preventing Liability – Purchaser's Point of View;

7&8: Preventing Liability: Negotiating & Drafting Lease Agreements;

9&10: Environmental Hazards and Problems – Panel Discussion: Effect of Federal Environmental Law on Private Commercial Transactions;

11&12: Lenders' Concerns Impact of Bankruptcy;

13&14: Insurance Coverage Issues;

15&16: Tax Strategies: The Use of Consultants and Experts.

SECTION 4
HEALTH/SAFETY - HAZARDOUS MATERIALS
BOOKS AND PAMPHLETS

408.500 **HAZARDOUS MATERIALS** (1994)
Pocketbook for the Driver
J.J. Keller

408.501A **DOT HM-126F & OSHA Right to Know** (1994)
W/Training Manual & Guide MDOT

408.501B **DOT HM-126F & OSHA Right to Know** (1994)
Construction Training Manual

408.501C **DOT HM-126F & OSHA Right to Know** (1995)
Mechanics Training Manual

408.502 **HAZARDOUS MATERIALS REGULATIONS HANDBOOK** (1995)
J.J. Keller & Associates

408.503 **PRESENT PRACTICES OF HIGHWAY TRANSPORTATION OF HAZARDOUS MATERIALS** (1990) US DOT
Includes practices of Federal, State and local agencies.

408.504 **MDT-40 HOUR HAZARDOUS MATERIAL TRAINING**
MSE, Inc. Instructor's Manual

408.505 **DISASTER AND EMERGENCY** (1989)
Standard Operating Procedures MDOH

408.506 **1996 EMERGENCY RESPONSE GUIDEBOOK**
A guidebook for first responders during the initial phase of a Hazardous Materials Incident

408.507 **HAZARDOUS WASTE AND EMERGENCY RESPONSE** (1992)
U.S. Dept. of Labor

408.508A **HAZARDOUS WASTE IN REAL ESTATE TRANSACTIONS**
October 12, 1989

408.508B **HAZARDOUS WASTE IN REAL ESTATE TRANSACTIONS**
October 13, 1989

408.509 **HAZARDOUS WASTE**: Impact on Highway Project Development, Construction, Maintenance (1992)

410.100 **BENEFITS-STATE HEALTH PLAN, MANAGED CARE PROGRAM**
40 min

410.101 **HUMAN BEHAVIOR-REDUCING UNSAFE ACTS** 11 min.
Long Island Productions #149

410.102 **THAT MOMENT IN TIME** 20 min.
Charthouse Learning Corporation
Introduction to how emotion and attitude affect judgement.

410.103 **MEDICAL EMERGENCIES IN THE WORKPLACE: THOSE CRUCIAL FIRST MINUTES** (1986)
Bureau of Business Practices

410.104 **STRESS: YOU'RE IN CONTROL**
American Media Incorporated
Includes a stress inventory and how to increase your assertiveness.

410.105 **IN CONTROL** (1985)
American Lung Association
A home video on freedom-from-smoking program.

410.106 **TAKING CONTROL** 27 min.
BARR Media Group
The Workers' Compensation-Return to Work Connection

410.107 **THERE ARE CHOICES** 19 min.
Charthouse Learning Corporation
How emotion and attitude affect judgment; steps to take control of emotion and attitude.

410.111A **RETURN TO WORK FOR SUPERVISORS** (1997) 16 min.
Dan Jackson & Richard Pimentel

410.111B **RETURN TO WORK FOR EMPLOYEES** (1997) 16 min.
Dan Jackson & Richard Pimentel
Employees and Supervisors will learn to:
*Change attitudes and commit to early Return to Work;
*Improve communication and work relationships;
*Understand benefits of Return to Work for both employees and supervisors
*Explore options for Reasonable Accommodation;
*Implement Transitional Employment during the recovery process.
See handbook that goes with these videos

410.112 **PREVENTING HANTAVIRUS DISEASE**
Centers for Disease Control and Prevention (CDC)
Discussion of most up to date facts covering:
symptoms, transmission, risk factors, treatment, prevention.

410.113 **WORKERS' COMPENSATION: COST CONTROL COMMON SENSE**
J.J. Keller & Assoc.

410.505 **OVERCOMING ANXIETY** (1990)
Lynn Fossum
A primer for better life management.

410.506 **STRESS MANAGEMENT**
Idaho DOT

410.507 **LOSE WEIGHT NATURALLY** (1989)
Mark Bricklin
No-Diet, No-Willpower method

410.508 **THE BOOK OF VITALITY** (1995)
A practical guide to everyday self-care.

410.509 **STRESS-MANAGEMENT** (1998)
American Management Association – Gerard Hargreaves
- Get tips on steps to successful stress management;
- Improve your self-assurance as you become less stressed and begin to make the right decisions for your business;
- Learn the difference between pressure and stress and turn it to your advantage;
- Recognize the physical and mental symptoms of stress and learn how to manage them; and
- Discover how to change the workplace to avoid stress.

411.100 **LOOKING OUT FOR NUMBER ONE-PROACTIVE SAFETY ATTITUDES** 19 min
Coastal Safety-Environmental Award-Winning Videos.
With handbook

411.101 **SAFETY GEAR: HEAD PROTECTION** 10 min
AIMS Media

411.102 **LET'S PRETEND: THE CASE FOR EYE SAFETY** (1998) 20 min

411.103 **SAFETY GEAR: EYE AND FACE PROTECTION** 11 min.
AIMS Media

411.104 **SAFETY GEAR: RESPIRATORS** 12 min.
AIMS Media

411.105 **SAFETY GEAR: FOOT PROTECTION** 11 min.
AIMS Media

411.106 **HEARING CONSERVATION: A SOUND CHOICE**
Summit Training Source Inc.

411.107 **FALL PREVENTION IN THE WORK PLACE** 15 min
AIMS Multimedia
Provides the information employees need to work safely when they are "off the ground."
Note: Leader's Guide also available

411.108 **COLD WEATHER SAFETY** (1990)
NUS Training Corporation
Includes program and leader's guides

411.109 **SURVIVING THE COLD**
LTAP
See 407.514 "Montana's Take-Along Winter Survival Handbook"

411.110 **ACOUSTICS & YOUR ENVIRONMENT**
The basics of sound and highway traffic noise.

411.111 **SAFETY ORIENTATION** (1998)
It Takes A Winning Attitude
Contents (w/booklet) includes personal protective equipment; back safety; slips, trips and falls; hazard communication; bloodborne pathogens; lockout/tagout; fire safety; a summary, and a quiz.

411.400 **PERSONAL PROTECTIVE EQUIPMENT** (1982) 13 min.
National Safety Council
How to select the right equipment and encourage employee-use for personal protection.

412.100 **SAFETY IN THE BALANCE: COST OF NOT BUCKLING UP** 10 min.
Washington Independent Productions

412.101 **OCCUPANT PROTECTION USAGE AND ENFORCEMENT** 51 min.
Value of seatbelts by law enforcement personnel

412.102 **AIR BAGS NOW** (1990) 10 min.
Insurance Institute for Highway Safety

412.103 **KIDS AND AIRBAGS** 5 min
Insurance Institute for Highway Safety

412.104 **WHEN TEENAGERS DRIVE** (1985) 12 min
Insurance Institute for Highway Safety

412.105 **CHILDREN IN CRASHES** (1986) 12 min
Insurance Institute for Highway Safety

412.106 **CRASHING CARS: TESTING FOR SAFETY** (1986) 8 min.
Insurance Institute for Highway Safety

412.107 **ANTILOCK BRAKES MAKE SENSE** (1987) 11 min.
Insurance Institute for Highway Safety

412.108 **LIGHT VEHICLE SKIDS: CAUSE AND CONTROL**
GND Association

412.109 **SEMI CONSCIOUS: DRIVER EDUCATION** 14 min.
U.S. Department of Transportation
To educate motorists how to safely share the road with commercial vehicles

412.110 **DRIVER PERCEPTION COURSE** (3 tapes)
ADVANCED DRIVING SKILLS PROGRAM (1989)
Safe Performance Association
Includes written leader guide/ Jack K. Weaver, Ph.D.

412.110A Tape 1 Overview; Searching Exercise

412.110B Tape 2 Identifying Exercise; Predicting Exercise

412.110C Tape 3 Deciding Exercise; Executing Exercise

412.111 **ADVANCED DRIVING SKILLS PROGRAM DRIVING ENVIRONMENT**
Jack K. Weaver, Ph.D. (1989)
Leader's Guide

412.112 **DRIVING RISK CONTROL**
Advanced Driving Skills Institute

412.113 **VEHICLE CONTROL/PROCEDURES**
Advanced Driving Skills Institute

412.114 **TRAFFIC PERCEPTUAL SKILLS**
Advanced Driving Skills Institute

412.115 **DRIVER AND TRAFFIC KNOWLEDGE**
Advanced Driving Skills Institute

412.116 **DRIVER AND TRAFFIC EXPOSURE**
Advanced Driving Skills Institute

412.117 **MINUS TEN**
Advanced Driving Skills Institute

412.118 **ADVANCED DRIVING SKILLS QUIZ**
Advanced Driving Skills Institute

412.119 **SPEEDING CAN WRECK YOUR DAY** 5 min.
Florida Highway Patrol
Published by Woolums, Scott & Co Inc

412.120 **MOTORCYCLE SAFETY**

412.121 **FORKLIFT SAFETY**: An Operator Training Program (1995)
J.J. Keller

412.122 **CRANE SAFETY** 3 hr
Produced by Ontario Construction Association

*Crane Types & Comparison	19 min
*Hazard Awareness	14 min
*Reeving	15 min
*Wire Rope	19 min
*Slings	20 min
*Hardware	20 min
*Chains	12 min
*Hand Signals	7 min
*Hoists & Winches	19 min
*Rollers & Jacks	16 min

412.123 **COACHING THE MAINTENANCE VEHICLE OPERATOR**
National Safety Council - FLI
Defensive driving course-video, instructor guide + slides
and operator's workbook

412.124 **SNOWPLOW SAFETY** (1995) 23 min.
National Safety Council
Published by FLI Learning Systems

412.125 **THE ULTIMATE DRIVING CHALLENGE** 30 min.
AIMS Media

412.126 **DRIVING SNOW-THE KEYS TO WINTER DRIVING** 15 min.

412.127 **KENWORTH CDL PLUS PROGRAM WORKBOOK/VIDEO** (1990)
17 min.
*The Commercial Driver's License ;
*Special Rules/Laws That Apply to Drivers of Commercial Vehicles

412.128 **KENWORTH CDL PLUS PROGRAM WORKBOOK/VIDEO** (1990)
Specifically Developed for the Forest Service 17 min.

412.129 A,B,& C
EQUIPMENT TIE DOWN (2 copies) 18 min.
Washington Dept of Transportation 1995
A hand-held pull-down calculator is included.

412.130
VEHICLE BACKING (1987)
J.J. Keller & Associates, Inc. 10 min.

412.131
PREPARING FOR THE COMMERCIAL DRIVER'S LICENSE 18 min.
A KNOWLEDGE TEST
Accompanying study guide.
A 4 tape series from J.J. Keller & Associates

412.132
THE COMMERCIAL DRIVER'S LICENSING TEST REVIEW

412.133
PREPARING FOR THE CDL ROAD TEST

412.134
PREPARING FOR THE CDL OFF ROAD TEST

412.135
OPEN ROADS: A LOOK AT FREEWAY INCIDENT MANAGEMENT.
US DOT (1991) 19 min.

412.136
TRUCKS AND BICYCLES - SHARING THE ROAD
American Trucking Associations

412.400 **COMMERCIAL DRIVER'S LICENSE AUDIO STUDY GUIDE AND MODEL DRIVER'S MANUAL** (1989)
J.J. Keller and Associates Inc.
Includes 6 tapes, model driver's manual and study guide.

412.500 **AUTOMOTIVE AND HEAVY EQUIPMENT MAINTENANCE** (1992)
Dept. of Health and Environmental Sciences
The small quantity generator's handbook for managing RCRA wastes.

412.501 **OHIO COMMERCIAL DRIVER HANDBOOK VERSION 2.0** (1994)
Produced by Ohio Department of Public Safety

412.502 **SHOPPING FOR SAFETY** (1996)
PROVIDING CONSUMER AUTOMOTIVE SAFETY INFORMATION
Transportation Research Board

412.503 **FORKLIFT SAFETY** (1997)
George Swartz
A Practical Guide to Preventing Powered Industrial Truck Incidents and Injuries; Includes the Need for Operator Training, How Lift Trucks Work, Pre-Use Inspections, General Safety Guidelines, etc.

SECTION 4
HEALTH/SAFETY - WORK ZONES
VIDEO

413.100 **SAFETY INSPECTION REVIEW** 14 min.
Iowa Dept of Transportation (1994)

413.101 **CENTERLINE** (1991) 17 min.
Oklahoma Dept of Transportation/May 1991

413.102 **CRASH CUSHIONS - SAVING LIVES ALONG THE HIGHWAY**
Energy Absorption Systems, Inc.

413.103 **GIVE'EM A BRAKE**
Indiana Dept of Transportation

413.104 **WORK ZONE SAFETY FOR RURAL LOCAL AGENCIES**
PARTS 1-7 1 hr 45 min.
UNC ITRE/FHWA

413.105 **WORK ZONE SAFETY** (2 COPIES) 9 min.
A & B Washington DOT

413.106 **ONE STEP FROM DEATH** (1996) 11 min.
Highway Work Zone Safety Series
Iowa Department of Transportation

413.107 **HIGHWAY WORK ZONE SAFETY: ONE STEP FROM DEATH**
Iowa Dept. of Transportation-also has instructor's manual.
This video shows five accident simulations based on typical safety problems found in highway work zones.

413.108 **HIGHWAY WORK ZONE SAFETY: STRUCTURES SAFETY**
With accompanying instructor's manual
Iowa Dept. of Transportation
This video covers some of the typical hazards around the construction of bridges and culverts, with emphasis on falling, falling objects, and crane hazards.

413.109 **HIGHWAY WORK ZONE SAFETY: GRADING SAFETY**
With accompanying instructor's manual
Iowa Dept. of Transportation
This video covers some of the safety hazards you'll find on typical grading sites, from clearing and grubbing to final grading. Emphasis is on personal responsibility for safety awareness of the hazards.

413.110 **HIGHWAY WORK ZONE SAFETY: PLANT SITE SAFETY**
With accompanying instructor's manual..
Iowa Dept. of Transportation
This video covers some of the safety hazards in permanent and portable ACC, PCC bulk plant and crushing operations. It shows what to watch out for if you're a pedestrian on the ground, a crane operator, or a truck driver, traveling between the plant and construction sites.

413.111 **HIGHWAY WORK ZONE SAFETY: TRAFFIC CONTROL SAFETY**
With accompanying instructor's manual.
Iowa Dept. of Transportation
This video shows how to be safe by following some simple, logical procedures for setting up traffic controls. The program also describes the most common kind of work zone accident: the rear-ender.

SECTION 4
HEALTH/SAFETY - WORK ZONES
VIDEO

413.112	**WORK ZONE FLAGGING-IDAHO DOT** (1989)	12 min.
413.113	**WORK ZONE SAFETY PROGRAM TRUCKING** North Carolina Dept of Transportation N. C. Trucking Association Safety Mgmt Council	8 min.
413.114	**NEW WORK ZONE SAFETY DEVICES** (17:04)	

413.500 **GUIDE TO SAFETY FEATURES FOR LOCAL ROADS AND STREETS**
USDOT

413.501 **GUIDELINES FOR EVALUATING FLUORESCENT STRONG YELLOW GREEN CROSSING SIGNS** (1993)
USDOT

413.502 **FLAGGER HANDBOOK** (1990)
MDOH

413.503 **FLAGGING**-Operating Tips (1985)
Northwest Technology Transfer Center

LEGAL

SECTION 5
LEGAL – GENERAL TOPICS
VIDEO

500.101 **THE DEPOSITION** (1984) 35 min.
Commonwealth Films

500.102 **THE ROAD TO EFFECTIVE RISK MANAGEMENT** 25 min.
FHWA
Discusses a pro-active approach to risk management relative to tort liability.

500.103 **THE BEST DEFENSE IS A GOOD ROAD**

500.104 **EMPLOYEE AS A WITNESS** (1990) 23 min.
PA Department of Transportation

500.105 **DEPOSITION** (1991) 17 min.
PA Department of Transportation

500.106 **HOW THE LAW AFFECTS MAINTENANCE** May 1995 120 min.
Presentation by Steve Garrison

500.107A **TORT LIABILITY TELECONFERENCE VIA TEL8**
Part 1 from the Utah T2 Center

500.107b **TORT LIABILITY TELECONFERENCE VIA TEL8**
Part 2 from the Utah T2 Center

**** Cross Reference Materials ****

100.106 ***ARBITRATION – A JUST CAUSE LEADER'S GUIDE*** *52 min.*
(see 100.106 for description)

600.103 ***THE LEGAL SIDE OF PERFORMANCE APPRAISAL: YOU BE THE JUDGE*** *(1983)*
Bureau of Business Practices – includes workbook.

500.300 **TORT LIABILITY AND RISK MANAGEMENT**
Transportation Research Board
72nd Annual Meeting – January 1999

SECTION 5
LEGAL – GENERAL TOPICS
BOOKS AND PAMPHLETS

500.501 **LEGAL LIABILITY AND THE HIGHWAY PROFESSIONAL** (1983)
Program instruction

500.502 **FEDERAL LAWS AND MATERIAL RELATING TO THE FEDERAL HIGHWAY ADMINISTRATION** (1980)

500.503 **HOW OUR LAWS ARE MADE** (1981)
Edward F. Willett, Jr.

500.504 **OUR AMERICAN GOVERNMENT** (1981)
150 questions and answers about our government, and how it functions

500.505 **CASE STUDIES – JUST CAUSE** (1985)
Adolph Kovan/Susan Smith
(Wrongful Discharge)
Arbitration case studies – 10 copies

500.506 **CONTRACT ADMINISTRATION** (1981)
Jean Moffatt
Discusses aspects of the contract

500.507 **TORT LIABILITY WORKSHOP**
Participant's Manual 3-8-96

500.508 **RISK MANAGEMENT GUIDELINES FOR ROADWAY TORT LIABILITY** April 1996

500.509 **NOTARY PUBLIC – PROCEDURES, LAWS & COMMON SENSE** (1996)
Notary Law Institute
This is a self-study course. It includes an audiotape.

500.510 **LEGAL ISSUES FOR MANAGERS: ESSENTIAL SKILLS FOR AVOIDING YOUR DAY IN COURT** (1996)
Mike DeBlieux
This book provides an introduction to the federal laws that govern employment practices in the United States. It offers guidelines that will help supervisors promote, evaluate, and discipline employees in a way that is fair and consistent. Chapters include information on employment law, equal employment, harassment and sexual harassment, recruiting and hiring, at-will, performance and discipline, compensation, and Americans with Disabilities Act.

PERSONNEL

600.102 **MANAGER'S ADVANTAGE: HANDLING EMPLOYEE TERMINATIONS** 15 min.
Alexander Hamilton Inst. (1990)
A=Video B=Leader's guide including follow-up tests

600.103 **THE LEGAL SIDE OF PERFORMANCE APPRAISAL: YOU BE THE JUDGE** (1983) 18 min.
Bureau of Business Practices
Includes workbook

600.104 **CULTURAL DIVERSITY PANEL TAPES 1 AND 2**

600.105 **NON-TRADITIONAL WOMEN**
Miles City Community College

600.106 **SEXUAL HARASSMENT IS BAD BUSINESS**
A=Video B=Leader's training guide

600.107 **WHAT AM I WORTH?**

600.108 **FAIR LABOR STANDARDS ACT** 2 hours
Helena 11/5/91

600.109 **EMPLOYEE DEVELOPMENT: WORKING LATE** 29 min.
Deals with the older than 45 age group and discrimination

600.110 **ON THE ROAD TO EQUALITY: WOMEN IN HIGHWAY CONSTRUCTION** 33 min.
U.S. Dept. of Transportation Federal Highway Administration

600.111 **SEXUAL HARASSMENT: IT'S NO GAME**
Center for Women in Government

600.112 **PREJUDICE: DIVIDING THE DREAM** 25 min.
This video helps us to honestly face the distressing elements of prejudice by offering perspectives on its causes and suggesting possible remedies.

600.301 **SUCCESSFUL SUPERVISION OF HANDICAPPED EMPLOYEES**
US Civil Service Corporation 8 tapes

600.302 **EFFECTIVE INTERVIEWING AND EMPLOYEE SELECTION** (1985)
2 Tapes
Management Decision Systems, Inc.
A self-study program in interviewing.

SECTION 6
PERSONNEL-CIVIL RIGHTS
BOOKS AND PAMPHLETS

600.501 **INTERMEDIATE CIVIL RIGHTS TRAINING PROGRAM** (1992)
FHWA Civil Rights

600.502 **ON THE ROAD TO EQUALITY...WOMEN IN HIGHWAY CONSTRUCTION: Recruit, Hire, Train, and Retain.**
USDOT Women's Bureau

600.503 **BUSINESS MANAGEMENT FOR MONTANA DBE HIGHWAY CONTRACTORS** (1990)
Metro Business Associates
This manual discusses areas of business management:
*Financing, *Estimating, *Bidding, *Accounting, *Contracting, etc.

600.504 **GENDER IMPRESSIONS – TRAINER GUIDE & INVENTORY**
A & B
George Ford & Kathleen Ford

600.505 **YOU & ME AND WORKPLACE HARASSMENT** (1996) (5 copies)
Montana Department of Transportation

601.501 **FUTURE WORK: SEVEN CRITICAL FORCES RESHAPING WORK AND THE WORKFORCE OF NORTH AMERICA** (1990)
Joseph F. Coates/Jennifer Jarrat/John B. Mahaffie
B = Workbook
Offers an in-depth analysis of key human resource trends

602.502 **THE CAMPUS INTERVIEW WORKSHEET** (1981)
The Campus Interview by: John D. Drake

602.503 **THE INTERVIEWER'S MANUAL** (1980)
Henry H. Morgan & John W. Cogger
Fair and effective interviewing

602.504 **BEHAVIORAL INTERVIEWING** (1982)
University Associates – 2 copies
Tips on using behavioral interviewing to increase results

602.505 **SWEATY PALMS** (1978)
Types of interviews, questions and answers

602.510 **KNOCK 'EM DEAD** (1990)
Martin John Yate
Discusses interviewing for job including such topics as drug testing, salary negotiations and answering difficult questions

602.511 **HOW TO FIND A JOB** (1991)
Margo Burkhardt

602.512 **IS COFFEE BREAK THE BEST PART OF YOUR DAY** (1990)
Dick Leatherman
Job skills for you

602.513 **I HAVE TO FIRE SOMEONE** (1994) (2 copies)
Published by American Media Publishing
Richard Deems, Ph.D.

602.515 **INTERVIEWING: MORE THAN A GUT FEELING**
See 100.504 (How-to Training Guide)
100.505 (How-to Series book)
100.104A (Video)

602.516 **LAWFUL, LEGAL & EFFECTIVE INTERVIEWING** (1993)
North Dakota Department of Transportation

SECTION 6
PERSONNEL – PERFORMANCE APPRAISAL
BOOKS AND PAMPHLETS

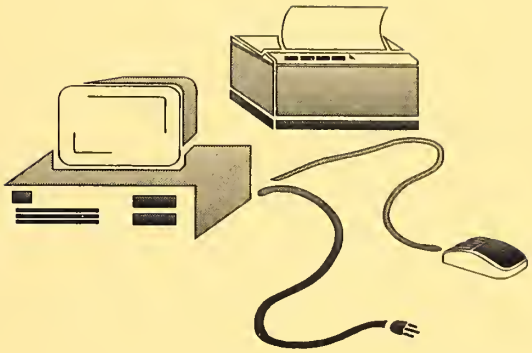
603.501 **THE PERFORMANCE APPRAISAL SOURCE BOOK** (1982)
Lloyd S. Baird/Richard W. Beatty/Craig Eric Schneier
Includes: readings, questionnaires, role plays, case studies and outlines for workshops

603.507 **THE HUMAN TOUCH PERFORMANCE APPRAISAL** (1994)
Charles M. Cadwell – American Media Publishing

603.508 **REACHING PUBLIC GOALS: MANAGING GOVERNMENT FOR RESULTS**
Resource guide (1996)
National Performance Review (NPR) – Al Gore
NPR's goal is to create a government that works smarter and costs less. This guide is one tool to use toward that goal. Includes information on web sites, publications, and organizations, etc.

603.509 **A PERFORMANCE MANAGEMENT SYSTEM FOR MONTANA** (1996)
Carol M. Bondy
A handbook on performance issues. Includes strategic planning and performance measurement; organizational structure & culture; performance budgeting; improving performance, etc.

603.510 **EMPLOYEE APPRAISAL: A SIMPLE GUIDE TO IMPROVED PERFORMANCE**
Supervisory skills program



TRAINING

SECTION 7
TRAINING
VIDEO

700.101 **ESSENTIAL SKILLS FOR TRAINERS** 90 min.

700.102 **WASHTO '95 TRAINING DIRECTORS CONFERENCE HIGHLIGHTS** 13 min.

SECTION 7
TRAINING
BOOKS AND PAMPHLETS

700.501 **DEVELOPING ATTITUDES TOWARD LEARNING** (1984)
Robert F. Mager
How to help your students get the most out of what they are taught

700.502 **DELIVERING EFFECTIVE TRAINING** (1982)
Tom W. Goad
Discusses evaluating, conducting, developing, designing and analyzing training

700.503 **THE TRAINER'S RESOURCE** (1983)
HRD Press
A comprehensive guide to packaged training programs

700.504 **DESIGNING TRAINING AND DEVELOPMENT SYSTEMS** (1984)
William R. Tracey
A guide to improving programs and services to increase efficiency and productivity

700.505 **ADULT LEARNING IN YOUR CLASSROOM** (1982)
Training Magazine
A compilation of the best strategies and techniques from Training Magazine for managers and trainers

700.506 **ACTIVITIES FOR TRAINERS** (1980)
Cyril R. Mill
50 designs that trainers can utilize

700.507 **PROFESSIONAL TRAINING ROLES & COMPETENCIES – VOLUMES I & II** (1987)
Henry J. Sredl/William J. Rothwell
A reference guide to the HRD program and its aspects

700.508 **HOW TO SURVIVE A TRAINING ASSIGNMENT** (1988)
Steven K. Ellis
A practical guide for the new, part-time or temporary trainer

700.509 **STRATEGIES FOR EXPERIMENTAL LEARNING – BOOK 1 AND BOOK 2** (1976) Louis Thayer
Exercises that help develop affective learning

700.510 **THE ENCYCLOPEDIA OF ICE BREAKERS** (1980)
Sue Forbess-Greene
Activities that warm up, motivate, challenge and energize

700.513 **ROLE PLAYING** (1980)
Malcolm E. Shaw/Raymond J. Corsini/Robert R. Blake/Jane S. Mouton
A practical manual for group facilitators

700.514 **IDEAS FOR TRAINING MANAGERS AND SUPERVISORS** (1978)
Patrick Suessmuth
Contains useful suggestions, activities and instruments

SECTION 7
TRAINING
BOOKS AND PAMPHLETS

700.515 **JOINT TRAINING PROGRAMS – A** (1991)
Union-management approach to preparing workers for the future

700.516 **A HANDBOOK FOR STRUCTURAL EXPERIENCES** (1994)
Volumes I-IX
William Pfeiffer/John E. Jones
Activities to use in human relations training

700.517 **STATE DOH AND HIGHWAY TRAINING RESOURCES STUDY** (1990)
A directory of the training resources available through DOH

700.518 **MEASURING INSTRUCTIONAL RESULTS** (1984)
Robert F. Mager
Contains exercises to help you analyze teaching results

700.519 **PREPARING INSTRUCTIONAL OBJECTIVES** (1984)
Robert F. Mager (two copies)
Analyzes characteristics of well-stated objectives that help you communicate your instructional intents

700.520 **GOAL ANALYSIS** (1984)
Robert F. Mager
Explains why goals are important and when and how to set goals

70.521 **ANALYZING PERFORMANCE PROBLEMS** (1984)
Robert F. Mager/Peter Pipe
Discusses problems that arise as well as a series of questions to help you determine the best solution

700.522 **EVALUATING JOB-RELATED TRAINING** (1982)
Basil S. Deming
A guide to training the trainer

700.523 **TRAINING DEVELOPMENT GUIDE** (1983)
Robert I. Ribler
A step-by-step approach to training design and development

700.524 **TRAINING COST ANALYSIS** (1985)
Glenn E. Head
A how-to guide for managers and specialists that accounts for training costs

700.525 **THE SKILLS OF HUMAN RELATIONS TRAINING** (1985)
Leslie Rae
Discusses human relations training including: human behavior; activities and intervention; interpersonal skills training; and on-the-job problem solving.

SECTION 7
TRAINING
BOOKS AND PAMPHLETS

700.526 **ANALYSIS IN HUMAN RESOURCE TRAINING AND ORGANIZATIONAL DEVELOPMENT** (1988)
Gordon E. Mills/R. Wayne Pace/Brent D. Peterson
A comprehensive guide to the full range of analytical approaches used in human resource training and organizational development

700.527 **TRAINING MANAGER TO TRAIN** (1988)
Brother Herman E. Zaccarelli
A practical guide to improving employee performance using effective training strategies and techniques

700.530 **TRAINING FOR IMPACT** (1989)
Dana Gaines Robinson/James C. Robinson
How to link training to business needs and measure the results

700.531 **CRITERION-REFERENCED TEST DEVELOPMENT** (1989)
Technical and legal guidelines for corporate training

700.532 **INDIVIDUALIZING INSTRUCTION** (1990)
Roger Hiemstra/Burton Sisco
Making learning personal, empowering and successful

700.533 **DISTANCE EDUCATION: THE FOUNDATION OF EFFECTIVE PRACTICE** (1991)
John R. Verduin, Jr./Thomas A. Clark
How to learn at home or on the job at your own pace and own schedule

700.534 **A HANDBOOK FOR ADJUNCT/PART-TIME FACULTY AND TEACHERS OF ADULTS** (1990)
Donald Greive, Ed.D.
Planning, teaching, techniques and instructional aids

700.535 **TEACHING STRATEGIES AND TECHNIQUES FOR ADJUNCT FACULTY**
Donald Greive, Ed.D (1991)

700.536 **TRAINING PROGRAM WORKBOOK AND KIT** (1989)
Carolyn Nilson
*Simplify your program;
*Increase company productivity;
*Tailor program to your needs

700.539 **CRITERION-REFERENCE INSTRUCTION** (1991)
Analysis, Design and Implementation
Robert F. Mager & Peter Pipe

700.540 **LEARNING TO LISTEN...LEARNING TO TEACH** (1994)
Jossey-Bass Publishers – Jane Vella
Being an effective teacher of adults

SECTION 7
TRAINING
BOOKS AND PAMPHLETS

700.541 **COMPLETE GUIDE TO PASTE UP** (1980)
Walter B. Graham
A total system, including how to prepare camera-ready copy for reproduction

700.542 **TRAIN THE TRAINER – LTAP/ US DEPT OF TRANSPORTATION**
Facilitator's Handbook
Learning styles hand out; Learning styles inventory (McBer & Co.)

700.543 **TRAIN THE TRAINER** (1994)
MDT – Jan Counter (3 copies)

700.544 **THE COMPLETE GAMES TRAINERS PLAY**
Edward E. Scannell & John W. Newstrom
McGraw-Hill, Inc.

700.545 **QUALITY GAMES FOR TRAINERS** (1996)
Marlene Caroselli

700.546 **TRAINING THAT WORKS!** (1995)
A guide to on-the-job training
Charles M. Cadwell – American Media Publishing

700.547 **COMPLETE PORTFOLIO OF AWARDS & CERTIFICATES** (1986)
Asher-Gallant Press

700.548 **FLAWLESS CONSULTING** (1981)
Peter Block
A guide to getting your expertise used

700.549 **PERFORMANCE CONSULTING: MOVING BEYOND TRAINING** (1995)
Dana Gaines Robinson & James C. Robinson
This book shows how to: develop partnerships with management; identify performance required to meet business goals; contract with management to take all actions needed to enhance performance; and transition from a focus on training delivery to a focus on human performance improvement.

700.550A **JORGENSEN PROPOSAL TO REVIEW THE MAINTENANCE MANAGEMENT SYSTEM AND DETERMINE MAINTENANCE AND EQUIPMENT TRAINING NEEDS** (1991)
Roy Jorgensen Associates, Inc.

700.550B **JORGENSEN TRAINING NEEDS ANALYSIS**
MONTANA DEPARTMENT OF TRANSPORTATION
Draft report on the Maintenance and Management System Review and Training Needs Analysis – findings and recommendations

700.551 **TRAINING MANAGEMENT HANDBOOK**
National Highway Traffic Safety Administration

700.552 **ADULT LEARNING IN YOUR CLASSROOM**
Training Magazine 3rd Edition
Understanding & motivating the adult learner; improving classroom instruction; changing world of the trainer; ensuring training transfer; measuring training ROI

700.553 **INSTRUCTOR FACILITATOR '98**
NTSA-Participant Manual

700.554 **THE ASTD TRAINING & DEVELOPMENT HANDBOOK**
Robert L. Craig, 4th Ed.

700.555 **THE 1999 TRAINING AND PERFORMANCE YEARBOOK**
John A. Woods and James W. Cortada

700.556 **PERFECT PRESENTATIONS** (1999)
American Management Association – John Collins
Learning to present yourself, your ideas, and the company's image is a key to business success. Get advice on presentation skills. Improve your self-assurance and learn to communicate your ideas clearly and engagingly. Building your confidence as you learn the best way to get results from a presentation.

700.557 **ASSESSING LEARNING NEEDS** (1999)
An activities pack for trainers. If you're new to training, new to using this type of resource, or if you find that comparing your ideas to those of other trainers can be a useful exercise, then spend some time here.

MAINTENANCE

SECTION 8
MAINTENANCE - EQUIPMENT
VIDEO

800.100 **YOU MAY NOT GET A SECOND CHANCE** 30 min.
Goodyear Tire Co.
Goodyear Tire presents how to deal with servicing split and multi-piece rims.

800.101 **TAKING CONTROL OF YOUR MOTOR GRADER** 19 min.
A & B 2 Copies (JOHN DEERE)

800.102 **MOTOR GRADER OPERATION** (2 copies) 13 min.
Bergstralh/Shaw/Newman

800.103 **PM START UP/SHUT DOWN**

800.104 **PROFESSIONAL SHIFTING EATON-FULLER TRANSMISSIONS**

800.105 **BACKING** (2 copies) 13 min.
A & B
Discusses backing techniques.

800.106 **TRUCK WALK AROUND** (1982)

800.107 **STRAIGHT BLADE SNOW PLOW** 12 min.

800.108 **PART II-UTAH DOT**
*Dump Truck operator; *Pre-operation trip; *Straight truck operation

800.109 **TILT BED TRAILER**
Utah

800.110 **FRONT END LOADER SAFETY** 15 min.

800.111 **LOADER OPERATION**

800.113 **CRACK SEALER OPERATION**
Delaware Department of Transportation
Part I (13 min.)-Lighting the Burners; Pretrip Inspection ; Start Up & Agitation; Towing;
Part II (11 min.)-Applying the Sealant; Loading; Clean-out & Shut Down.

800.114 **BOZEMAN CRACK SEALER FIRE** (1989)

800.115 **CRAFTCO MODEL 200 PROPANE MELTER/APPLICATOR** 30 in.
A & B 2 copies

800.116 **A STRIPER'S SURVIVAL GUIDE** 12 min.

800.117 **CHAINSAW SAFETY** 21 min.

800.118 **SAFE DOWNHILL BRAKING PRACTICES** 15 min.
Eaton Corporation 1994

800.119 **BEYOND THE LIMITS** 10 min.
Eaton Corporation 1997
What not to do to your drivetrain

800.120 **2 SPEED AXLE OPERATION** 18 min.
Eaton Corporation 1990

800.121 **ADVANCED MOTOR GRADER OPERATING TECNIQUES**
15 min. Caterpillar 1992

800.122 **BACKHOE LOADER OPERATING TIPS** 36 min.
Caterpillar 1991

800.123 **TRACK-TYPE TRACTOR OPERATING TIPS** 21 min.
Cat D8/D9/D10/D11 – Caterpillar 1990

800.124 **MEDIUM WHEEL LOADER OPERATOR ORIENTATION AND TRAINING**
26 min.
Caterpillar 1993

800.125 **EATON/BOSCH ANTILOCK BRAKING SYSTEM TROUBLESHOOTING & DIAGNOSTICS** 26 min

800.126 **OPERATING SAFELY: IT'S YOUR RESPONSIBILITY** 12 min.
Caterpillar

800.400 **PREVENTATIVE MAINTENANCE**
119 slides /script
Operator service for trucks.
(see 900.401 for slides)

800.500 **GUIDE TO COMMON ROAD AND EQUIPMENT** (1989)
MAINTENANCE PROCEDURES Louisiana Transportation Research Center

800.501 **TRUCK OPERATION COURSE FOR TEMPORARY AND BEGINNING DRIVERS** (MDOT)

800.502 **STRIPING AND PAINTING EQUIPMENT GUIDE** (1990)
MDOH
Includes procedure checklist sheets

800.503 **INTRODUCTORY HYDRAULICS** (1989)
Berendsen Fluid Power - 3 copies

800.504 **ROAD RANGER TRANSMISSION COURSE MANUAL**
MS VO-TECH

800.505A **MOTOR GRADER OPERATIONS MANUAL** (1993)
MT DOH
2 Copies

800.505B **MOTOR GRADER OPERATOR'S HANDBOOK** (1990)
RTAP

800.506 **MOTOR GRADER OJT SHEETS** (1985)
Checklists for motor graders

800.507 **MEDIUM AND HEAVY TRUCK OPERATION MAINTENANCE MANUAL** Feb. 1989

800.508 **FRONT END LOADER OPERATION AND MAINTENANCE MANUAL**
(Rev. November 1990)

800.509 **PILE DRIVING HANDBOOK** (1987)
MDOH

800.510 **FLUID POWER DESIGNERS' LIGHTNING REFERENCE HANDBOOK**
(1994)
Berendsen Fluid Power

SECTION 8
MAINTENANCE - MANAGEMENT
VIDEO

801.100 **MAINTENANCE SUPERVISOR'S RESPONSIBILITIES** 12 min.

801.101 **MAKING THE PIECES FIT** 26 min.
Building Trades Supervision

801.300 **PRODUCTS FROM SHRP MAINTENANCE**
Effectiveness Projects

SECTION 8
MAINTENANCE - MANAGEMENT
BOOKS AND PAMPHLETS

801.500 **MAINTENANCE MATERIALS** (1979)
MSU-Includes tests and practice problems
Provides strong background in maintenance principles.

801.501 **DEPARTMENT OF HIGHWAYS MAINTENANCE MANUAL** (1984)

801.502 **MAINTENANCE TECHNIQUES** (1984)
Byrd, Tallamy,, MacDonald & Lewis Consulting Engineers
Maintenance Practices for Local Roads

801.503 **PERSONNEL SUPERVISION** (1984)
Byrd, Tallamy, MacDonald & Lewis Consulting Engineers Maintenance Practices for Local Roads

801.504 **MAINTENANCE MANAGEMENT SYSTEM**-Field Manual
MDOH

801.505 **MAINTENANCE LEAD WORKER TRAINING PROGRAM**
Instructor Manual-MDT/CalTrans
2 copies

801.506 **MAINTENANCE 2000** (1993)
Colorado DOT
Preparing today's maintenance supervisors for tomorrow's management challenges.

801.507 **THE MAINTENANCE LEADERSHIP INSTITUTE: WORKING TOGETHER** (1994)
WA DOT Course Code BE7

801.508 **MDT MAINTENANCE SUPERVISOR'S WORKSHOP** (1985)
Sessions 1-8 reading units and action units

801.509 **MAINTENANCE SECTION SUPERVISOR COURSE** (1995)
Training Code: 846318 Texas DOT

801.510 **THE MAINTENANCE INSTITUTE** (1994)
WA DOT Course Code BAE

801.511 **TECHNICAL ADVANCEMENTS FOR MAINTENANCE WORKERS**
For Maintenance Mangers & Work Crews (14:45)

801.511A **TECHNICAL ADVANCEMENTS FOR MAINTENANCE WORKERS**
For Chief Administrative Officers (11:45)

802.100 **GUIDE FOR SPRING HIGHWAY USE** 26 min.
Washington Department of Transportation
Explains spring pavement problem sources and solutions. Guidelines are provided for determining weight restrictions to reduce load damage to weakened pavement. This tape explains methods used to establish and remove weight restrictions.

802.101 **MAINTAINING GRAVEL ROADS IN ARKANSAS** 29 min.
The College Of Engineering (Arkansas)
Covers the material composition of a good aggregate surface road and various maintenance techniques.

802.102 **NEW TECHNOLOGY FOR OLD ROADS**
THE GORDON PAVING RECYCLING

802.103 **DRYING AGGREGATE** (1989) 15 min.
MT DOH (available through the Billing's office)
Demonstrates drying aggregate with a motor grader.

802.104 **PAVING AND COMPACTION TRAINING** (1992) 103 min.
Video University Productions

802.105 **MICROSURFACING-USE, APPLICATION & INSPECTION**
Video University Productions (1994) 105 min.

802.106 **SLURRY SEAL-USE AND APPLICATION** (1994) 30 min.
University Productions

802.107 **ASPHALT MAINTENANCE TECHNIQUES** (1993) 85 min.
Video University Productions

802.108 **HOW TO PREVENT SEGREGATION** (1992) 26 min.
Video University Productions

802.109 **PAVING TECHNIQUES** (1992) 37 min.
Video University Productions

802.110 **SELECTIVE PAVEMENT REHABILITATION** (1992) 34 min.
Video University Productions

802.111 **SPECIAL HOT MIXES SMA-ATPB-RUBBERIZED & THEIR USES**
(1992) 46 min.
Video University Productions

802.112 **THERMAL & ASPHALT COLD MIX TREATMENT OF HYDROCARBON CONTAMINATED SOIL** (1992) 60 min.
Video University Productions

802.113 **BLADE MIXING** (1989) 6 min.
Demonstrates the technique for producing blade mix patching materials.

802.114 **HOT PLANT INSPECTION**
PART 1-16 min, PART 2-22 min, PART 3-21 min

802.115 **PLANT MIX PAVEMENT INSPECTION**
PART 1-20 min, PART 2-19 min

802.116 **BITUMINOUS MIX, DESIGN & CONTROL** 27 min.

802.117 **BITUMINOUS SEAL COAT-PART I** 17 min.
Utah Department of Transportation
Bergstralh/Shaw/Newman Inc.
This video covers the seal coat operation. Topics include: surface preparation, signing and pilot car operation, asphalt application, aggregate placement, and weather considerations.

802.118 **BITUMINOUS SEAL COAT-PART II** 12 min.
Utah Department of Transportation
Bergstralh/Shaw/Newman Inc.
Discusses seal coat operation including the topics: transverse and longitudinal joints, truck operation, rolling patterns, opening the project to traffic, and clean-up.

802.119 **SEAL COAT INSPECTION** (1991) 20 min.
A & B MT DOH
Covers the steps of applying seal coats.

802.120 **BATCH PLANT MAINTENANCE** (1992) 60 min.
Video University Productions

802.121 **SHRP & OTHER ASPHALT TEST SPECIMENS CUT FROM FLAT, ROLLER-COMPACTED PIECES OF ASPHALT PAVEMENT** (1992)
University of California at Berkeley

802.122 **CRITICAL CRACKING TEMPERATURE PROCEDURE**

802.123 **PRELIMINARY PLANNING: THIN LIFT & CHIP SEAL SEMINAR**
April 29 & 30, 1997 Billings MT
Dick Clark-Strategy Selection
Diane Tordale-Pavement Preservation Contracts
Dan Williams-Traffic Control

802.124 **HOT PLANTS: THIN LIFT & CHIP SEAL SEMINAR**
April 29 & 30, 1997 Billings, MT
Gary Keylon-Calibration, Operation & Inspection
Stan Dantzer-Calibration, Operation & Inspection

802.125 **ASPHALT TECHNOLOGY: THIN LIFT & CHIP SEAL SEMINAR**
April 29 & 30,97 Billings, MT
Mark Blow-Asphalt Institute
Pat Ernst-Mix Designs

802.126 **PAVERS: THIN LIFT & CHIP SEAL SEMINAR**
April 29 & 30, 1997 Billings, MT
Pete Pradere-Operation & Inspection
John Twedt-Inspection

802.127 **CHIP SEALS: THIN LIFT & CHIP SEAL SEMINAR**
April 29 & 30, 1997 Billings, MT
Jim Stevenson-Maintenance Perspective
Tad Butt-Key Areas Equipment Review

802.128 **QUALITY CONTROL: THIN LIFT & CHIP SEAL SEMINAR**
April 29 & 30, 1997 Billings, MT
Rob Crants-Rollers
Bob Tholt-Surface Preparation

802.129 **SUPERPAVE & PG BINDERS: 98 ASPHALT SEMINAR**
March 31, 1998 Bozeman, MT
Ken Neumiller-Mts direction with Superpave

802.130 **CHIP SEALING: 98 ASPHALT SEMINAR**
March 31, 1998 Bozeman, MT
Tad Butt-The basics-what, why, when and how

802.131 **MICRO SURFACING: 98 ASPHALT SEMINAR**
March 31, 1998 Bozeman, MT
Pierre Peltier-The basics-what, why, when and how

802.132 **RECYCLED MATERIALS: 98 ASHPALT SEMINAR**
March 31, 1998 Bozeman, MT
Dick Nelson-What to do with rapp millings

802.133 **CRACK SEALING: 98 ASPHALT SEMINAR**
March 31, 1998, Bozeman, MT
Cheryl Jones-presenter

802.134 **QUALITY ISSUES: 98 ASPHALT SEMINAR**
March 31, 1998, Bozeman, MT
Mark Blow-Asphalt Inst-presenter

802.135 **PAVEMENT MANAGEMENT:98 ASPHALT SEMINAR**
March 31 1998, Bozeman, MT
Dick Clark-MDT Materials

802.136 **COMPACTION: 98 ASPHALT SEMINAR**
March 31, 1998, Bozeman, MT
Bob Passow-presenter

802.137 **PLACEMENT: 98 ASPHALT SEMINAR**
March 31, 1998, Bozeman, MT
Don Brown-presenter

802.138 **PATCHING: 98 ASPHALT SEMINAR**
March 31, 1998, Bozeman, MT
Tom Wilson-presenter

802.139 **PROTECTING OUR PAVEMENT:**
PREVENTATIVE MAINTENANCE
Federal Highway Administration LTAP 14 min.

802.140 **CRACK SEAL TECHNIQUES & MODEL 200 VIDEO MANUAL**
Crafco Inc. Video

802.141 **BLADE PATCHING** 13 min.

SECTION 8
MAINTENANCE - PAVEMENT & PRESERVATION
SLIDES - TAPES

802.400 **PAVEMENT MANAGEMENT WITH ASPHALT** (Revised 1985)
slides/script
The Asphalt Institute
Tray #1 & #2-Asphalt Concrete Pavement 34 min.
Tray #3 & #4-Portland Cement Concrete Pavement 24 min.

802.401 **MARSHALL METHOD OF MIX DESIGN**
75 slides/2 cassette tapes/narration script & description of visuals
Asphalt Institute

802.402 **HVEEM METHOD OF MIX DESIGN**
80 slides/1 cassette tape/narration script & description of visuals.
Asphalt Institute

802.403 **AGGREGATE GRADATION TESTING**
78 slides/1 cassette tape (12 min) & written slide descriptions

802.500 **SAFETY MANUAL FOR OPERATING AND MAINTENANCE PERSONNEL-ASPHALT PAVER** (1994) CIMA

802.501 **PAVEMENT MAINTENANCE AND PAVEMENT MANAGEMENT** (1991)
Cornell Local Roads Program Report No. 86-4

802.502 **HOT-MIX BITUMINOUS PAVING MANUAL** (1985)
FHWA

802.503 **ASPHALT IN PAVEMENT MAINTENANCE REFERENCE MANUAL**
Series 16 (1983)
A&B Asphalt Institute
Provides practical information about methods equipment and terminology that applies to the use of asphalt in pavement maintenance.

802.504 **DOH ASPHALT PAVEMENT MAINTENANCE REFERENCE MANUAL** (1983)

802.505 **ASPHALT PAVEMENT REPAIR MANUAL OF PRACTICE** (1994)
Strategic Highway Research Program
National Research Council

802.506 **HOT-MIX ASPHALT PAVING HANDBOOK** (1991)
US Army Corps of Engineers
July 31, 1991

802.507 **KOCH XP - PERFORMANCE ASPHALT PRODUCTS PAVEMENT MAINTENANCE MANUAL** (1997)
Koch Materials Company-Billings - See 901.514

802.508 **MDOT HOT PLANT INSPECTION MANUAL**
Mark J. Beckedahl

802.509 **ASPHALT CONCRETE-PLANT INSPECTION** (1970)
NDSHD-Text includes quizzes.

802.510 **PORTLAND CEMENT CONCRETE PAVING INSPECTION** (1974)
NDSHD-Text includes quizzes.

802.511 **POTHOLE PRIMER** (1985)
US Army Corps of Engineers Special Report No. 81-21

802.512 **THE ENGINEER'S POTHOLE REPAIR GUIDE** (1984)
Cold Regions Technical Digest No. 84-1
Eaton, Wright and Mongeon

802.513 **MAINTENANCE CHIP SEAL MANUAL** (1996)
Montana Department of Transportation

802.514 **DESIGN OF RIPRAP REVETMENT** (1989)
FHWA-Hydraulic Engineering Circular No. 11
Publication No. FHWA-IP-89-016

802.515 **TECHNIQUES FOR COLD RECYCLING OF ASPHALT PAVEMENT**
(1983)
The Asphalt Institute

802.516 **MAINTENANCE OF AGGREGATE AND EARTH ROADS**
WA DOT (1987)

803.100 **MAINTAINING A SAFE ROADSIDE** 21 min.
Covers the maintenance worker's role in maintaining a safe roadside for drivers that leave the pavement.

803.101 **MAINTAINING ROADSIDES WITH REDUCED ENVIRONMENTAL IMPACT** (1997)
CTE National Teleconference Series Program #TC-9
Center for Transportation and the Environment/
North Carolina State University

803.102 **THE PROBLEM OF DEER/VEHICLE ACCIDENTS - and THE SOLUTION** (1995)
(Strieter-Lite)
Strieter Corporation

803.103 **SWAREFLEX: WILD ANIMAL HIGHWAY WARNING REFLECTOR SYSTEM - DESIGN & INSTALLATION INSTRUCTIONS**
Strieter Corporation 23 min.

803.104 **SWAREFLEX: WILD ANIMAL HIGHWAY WARNING REFLECTORS**
B Testimonies
Strieter Corporation

803.105 **USE OF CHEMICALS TO MANAGE ROADSIDE VEGETATION SERIES**
Module 1: Roadside Vegetation Control;
Module 2: Plant Biology for Roadside Management;
Module 3: Characteristics of Chemicals Used For Roadside Vegetation Control;
Module 4: Weed Control Programs;
Module 5: Application Equipment;
Module 6: Equipment Calibration;
Module 7: General Problems Encountered in Chemical Application;
Module 8: Application Operator Safety;
Module 9: Public Relations.

803.106 **WORKING WITH PESTICIDES VOLUME I AND VOLUME II**
87 min.

803.107 **SATELLITE DOWNLINK TEL8 - RESEARCH SERIES 3-22-96 DUST SUPPRESSANTS & ENVIRONMENTAL IMPACTS**

803.108 **SATELLITE DOWNLINK TEL8 - INFO X SERIES 4-24-96 ISSUES INVOLVING REMOVAL OF LEAD-BASED PAINT FROM BRIDGES**

SECTION 8
MAINTENANCE - ROADSIDE MAINTENANCE
SLIDES - TAPES

803.400 **BRIDGE INSPECTION FOR MAINTENANCE PERSONNEL** (1987)
(three copies) 68 slides/script
Roy Symons-MT DOH

803.401 **WELDING INSPECTION FOR STEEL BRIDGES**) (1983)
380 slides
(Pocket welding guide available)

803.402 **CULVERT INSPECTION** 66 slides
Includes script

803.500 **ROADWAY DELINEATION PRACTICES HANDBOOK** (1994)
Publication No. FHWA-SA-93-001
Goes with Video A Testing & Field Inspection of Roadway Delineation @ 800.174

803.501 **A GUIDE FOR ERECTING MAILBOXES ON HIGHWAYS** (1984)
AASHTO

803.502 **A GUIDE TO MAILBOX SAFETY IN MONTANA** (1991)
Montana Senate Bill 356

803.503 **CULVERT INSPECTIONS HANDBOOK-GENERAL** (1986)
MDOH

803.504 **WEED MANAGEMENT HANDBOOK** (1995-1996)
Extension Studies Montana State University

803.505 **GUIDELINES FOR SLOPE MAINTENANCE AND SLIDE RESTORATION** (1986) USDOT-Report No. FHWA-TS-85-231

803.506 **MAINTENANCE OF SMALL TRAFFIC SIGNS** (1989)
US DOT
A guide for street and highway maintenance personnel regarding traffic signs.

803.507 **GUIDE TO SAFETY FEATURES FOR LOCAL ROADS AND STREETS** (1990)
USDOT
Discusses road surface, slopes and drainage, sign & supports, sight distance, bridges and traffic barriers.

803.508 **IMPROVING GUARDRAIL INSTALLATIONS ON LOCAL ROADS AND STREETS** (1986)
Federal Highway Administration

803.509 **W-BEAM GUARDRAIL REPAIR AND MAINTENANCE** (1989)
US DOT
A guide for street and highway maintenance personnel regarding guard rails.

SECTION 8
MAINTENANCE - TRAFFIC CONTROL
VIDEO

804.100 **THE FLAGGER**
Washington State DOT

804.101 **THE FLAGGER** 7 min.
SD DOT (Printed material included.)

804.102 **FLAGGING PROCEDURES AND OPERATION** 14 min.
MINNESOTA DOT (two copies)
Demonstrates and explains the functions and responsibilities of a flagger.

804.103 **FLAGGER OPERATIONS** (1990) 10 min.
Oregon Department of Transportation

804.104 **TRAFFIC CONTROL FOR SHORT TERM WORK ZONES "FLAGGING GUIDELINES"**
MN DOT

804.105 **VIRGINIA I-95 TIME LAPSE** (two copies) 4 hrs
Produced from a super 8 time lapse filming of a paving operation on a 3-lane interstate. This illustrates poor workzone traffic control. The confusion and danger caused by the improper placement of traffic control devices is graphically depicted in this real-life example.

804.106 **NIGHTTIME TRAFFIC CONTROL** (2 COPIES) 8 min.

804.107 **THE THIN ORANGE LINE-PARTS I AND II** (2 copies) 32 min.
American Traffic Safety Services Assoc. (ATSSA)
Covers work zone traffic control; Includes inspector's guide.

804.108 **SCHOOL ZONE, WORK ZONE, MOTORIST COURTESY** (1991) 3X:30 min.
Fotheringham and Associates

804.109 **TESTING AND FIELD INSPECTION OF ROADWAY DELINEATION** August 1994 36 min.
Goes with Roadway Delineation Practices Handbook
800.562 FHWA

804.110 **RECYCLING THE LIFELINE** (1990) 10 min.

804.111 **"LIFE IN THE CLOSED LANE" PARTS 1 & 2** 36 min.
ATSSA

804.112 **"RIGHT BEFORE YOUR EYES"**

804.113 **"ADVANCE WARNING (FLASHING) ARROW PANELS: POSITIVE GUIDANCE"** 6-17-92 25 min.

804.113 **"BARRIER DELINEATION IN WORK ZONES: THE WELL-DEFINED PATH"** 24 min.

804.115 **"2-PART EPOXY"**
AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)

804.116 **MILE REFERENCE MARKERS** 30 min.
South Dakota DOT-August 1993

804.400 **WORK ZONE TRAFFIC CONTROL** 46 slides

804.401 **ARROW PANEL PLACEMENT AT URBAN AND FREEWAY WORK ZONES** US DOT 20 min.

804.402 **FLAGGING** 75 slides/script

804.500 **PAVEMENT MARKINGS** (1984)
MDOH

804.501 **TRAFFIC CONTROL PRACTICES FOR LOW VOLUME LOCAL ROADS** (1993)
South Dakota DOT

805.104 **SNOW AND ICE CONTROL: PARTS I & III**
SNOWBLOWER
Washington State

805.105 **SNOW AND ICE CONTROL: PARTS 1-2-3** 15 min.

805.106A **NEW TECHNIQUES FOR MANAGING SNOW AND ICE CONTROL OPERATION, TAPE I** (1990)
Dept. of Engineering Professional Development
*Deicing Materials (Walker)
*Route Planning (Marien)
*Computerized Route Planning (Waddell)
Written presentation; see 800.521

805.106B **NEW TECHNIQUES FOR MANAGING SNOW AND ICE CONTROL OPERATION, TAPE II** (1990)
Dept. of Engineering Professional Development
*Weather Forecasting and Management (Boselly);
*Legal Issues and Liability (Smith);
*Panel Discussion.
Written presentation; see 800.521

805.107 **MAINTENANCE REVIEW SEMINAR**: What is anti-icing?
Helena

805.108A **DEICING SEMINAR** - OCTOBER 22-23, 1996 120 min.
Breakout #1

805.108B **DEICING SEMINAR** - OCTOBER 22-23, 1996 120 min.
Breakout #2

805.108C **DEICING SEMINAR** - OCTOBER 22-23, 1996 120 min.
Breakout #3

805.108D **DEICING SEMINAR** - OCTOBER 22-23, 1996 120 min.
Breakout #4

805.108E **DEICING SEMINAR** - OCTOBER 22-23, 1996 120 min.
Breakout #5

805.109 **SNOW FENCE** - 5-27-98
WYDOT Infox

805.110 **STAYING AHEAD OF THE STORM** (20:37)
Road weather Information Systems

805.500 **SNOW FENCE GUIDE** (1991)
SHRP-Accompanies video 805.100

805.501 **INFORMATION FROM LTAP ON SALT AND DEICING** (1993, 1994)
Salt Institute
Includes: Facts about salt, sensible salt program, salt and highway deicing newsletters, Vol. 29 No. 2,and Vol. 30 No. 1, also deicing salt & our environment.

805.502 **USING NEW TECHNOLOGY FOR SNOW REMOVAL AND ICE CONTROL** (1990)
Presentation Manual
Dr. Edward J. Marien, Management Institute, School of Business, University of Wisconsin-Madison, Dec. 1990
Snow and ice control as a quality improvement process: Techniques for Efficient Route Management

805.503 **MANUAL OF PRACTICE FOR AN EFFECTIVE ANTI-ICING PROGRAM**
A guide for Highway Maintenance Personnel

805.504 **SNOWPLOW LIGHTING STUDY: 1989 FINAL REPORT**
Minnesota Department of Transportation

805.505 **THE SNOW FIGHTER'S HANDBOOK** (1991)
LTAP-Salt Institute
A practical guide for snow and ice control.

805.506 **FIGHT WINTER AND WIN: A Survival Guide** (1992)
American Public Works Association

ENGINEERING

900.100A **BRIDGES STR-1**
National Cooperative Highway Research Program 20-25(2)
Instructor Guide

900.100B **BRIDGES STR-1**
National Cooperative Highway Research Program 20-25(2)
Participant Workbook

900.101 **LOAD AND RESISTANCE FACTOR DESIGN FOR HIGHWAY BRIDGES**
5 days of lectures, each day has 6 parts (2 parts on each tape).
4-24 through 4-28, 1995.

900.101A	4-24-1995	3 TAPES
900.101B	4-25-1995	3 TAPES
900.101C	4-26-1995	3 TAPES
900.101D	4-27-1995	3 TAPES
900.101E	4-28-1995	3 TAPES

900.102 **CONCRETE BRIDGE PROTECTION, REPAIR AND EHABILITATION**
(5:15)

900.500 **HIGHWAYS IN THE RIVER ENVIRONMENT** (1990)
National Highway Institute

900.501 **STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION** (1995)
Montana Department of Transportation - (2 copies)

900.502A **DRILLED SHAFT INSPECTOR'S MANUAL** (1989)
ADSC

900.502B **DRILLED SHAFTS-Student Workbook** (1988)
NHI-USDOT

900.503A **TIMBER BRIDGES - Design, Construction, Inspection & Maintenance** (1990) USDA
Timber Bridges includes Timber as a Bridge Material, Types of Timber Bridges, Preservation and Protection of Timber Bridges, Basic Design Concepts for Bridges, Loads and Forces on Timber Bridges, etc.

900.503B **TIMBER BRIDGES** (1992)
Design, Construction, Inspection, and Maintenance
United States Department of Agriculture/Forest Service
Timber Bridges includes Timber as a Bridge Material, Types of Timber Bridges, Preservation and Protection of Timber Bridges, Basic Design Concepts for Bridges, Loads and Forces on Timber Bridges, etc.

900.504A **LOAD AND RESISTANCE FACTOR DESIGN FOR HIGHWAY BRIDGES** (1995)
VOLUME I VERSION 2.03
NHI Course No. 13061
Publication No. FHWA-95-016

900.504B **LOAD AND RESISTANCE FACTOR DESIGN FOR HIGHWAY BRIDGES** (1995)
VOLUME II VERSION 2.03
NHI Course No. 13061
Publication No. FHWA HI-95-016

900.505 **NHI-ECONOMICAL & FATIGUE RESISTANT STEEL BRIDGE DETAILS**-Participant Notebook (1990)

900.506 **GUIDE SPECIFICATIONS FOR SEISMIC DESIGN OF HIGHWAY BRIDGE** AASHTO (1983)

900.507A **SEISMIC DESIGN OF BRIDGES DESIGN EXAMPLE NO 2** (1996)
US DOT FHA, Publication No FHWA-SA-97-007
Describes one of seven seismic design examples that illustrate how to apply AASHTO's seismic analysis & design requirements on actual different bridge types across the United States. Provides a complete set of A designer's notes covering the seismic analysis, design, & details for the particular bridge including flow charts, references to applicable AASHTO requirements, and thorough commentary that explains each step.

900.507B **SEISMIC RETROFITTING MANUAL FOR HIGHWAY BRIDGES**
US DOT Federal Highway Administration
This manual is an interim revision of the FHWA publication *Seismic Retrofitting Guidelines for Highway Bridges*, which was published in 1983. It describes an evaluation procedure for retrofitting seismically deficient highway bridges & outlines various measures to upgrade these structures.

900.507C **SEISMIC DESIGN & RETROFIT OF HIGHWAY BRIDGES** (Oct 1997)
Prepared for the US DOT Federal Highway Administration
by Imbsen & Associates Inc.
Training Course Participant Workbook. Objectives are:
-to understand how the 1996 ASHTO seismic specifications apply to US regions;
-to perform a seismic design for a bridge using the 1996 AASHTO specifications;
-to understand basic seismology & structural dynamics and how they affect bridge design;
-to identify modes of failure & be aware of geotechnical Considerations;
-to understand practical retrofitting concepts.

900.508 **STREAM STABILITY AT HIGHWAY STRUCTURES** (1991)
US DOT NHI Course No. 13046 Manual

900.509 **STREAM STABILITY AND SCOUR AT HIGHWAY BRIDGES**
US DOT/FHWA NHI Course No. 13046 (1991)
Course manual

900.510 **USE OF SURFACE-GEOPHYSICAL METHODS TO ACCESS RIVERBED SCOUR AT BRIDGE PIERS-U.S. GEOLOGICAL SURVEY** (1989)

900.511 **SCOUR MONITORING AND INSTRUMENTATION**
Demonstration Project 97
Participant's Workbook, Nov. 1995

900.512 **EVALUATING SCOUR AT BRIDGES** (1991)
US DOT NHI Course No. 13046 Manual

900.513 **COMPREHENSIVE BRIDGE INSPECTION TRAINING COURSE**
New Mexico State University-Includes exercises

900.514 **BRIDGE INSPECTOR'S TRAINING MANUAL/90** (revised 1995)
U S Department of Transportation/Federal Highway Administration
Evolution of Bridge Design and Materials, Bridge Mechanics, Fundamentals of Bridge Inspection, Identification and Function of Bridge Components and Elements, Protective Systems, etc.

900.515 **MANUAL FOR INSPECTING BRIDGE FOR FATIGUE DAMAGE CONDITIONS** Commonwealth of Pennsylvania
Department of Transportation
Office of Research and Special Studies
Lehigh University/Fritz Engineering Laboratory
State-of-the-art for Inspecting Bridges for Fatigue Damage Condition, includes Categories of Fatigue Strength, Inspection Techniques, Estimations of Fatigue Life, Rating on the Basis of Fatigue Life, etc.

900.516 **INSPECTION OF BRIDGE TIMBER PILINGS-FHA** (1989)
Operations and Analysis Manual

900.517 **BRIDGE DECK INSPECTION** (1983)
TEXAS DOH-Training Manual

900.518A **SAFETY INSPECTION OF IN-SERVICE BRIDGES** (1994)
Participant Notebook - Volume 1
National Highway Institute
Volume One includes Bridge Inspection Program Information, Basic Concepts, Fundamentals of Inspection, Bridge Inspection Reporting System and Inspection & Evaluation of Bridge Decks and Common Timber Superstructures

900.518B **SAFETY INSPECTION OF IN-SERVICE BRIDGES** (1994)
Participant Notebook - Volume 2
National Highway Institute
Volume Two includes Inspection and Evaluation of Common Concrete Superstructures, Common Steel Superstructures, Bridge Bearings, and Substructures

900.518C **SAFETY INSPECTION OF IN-SERVICE BRIDGES** (1994)
Participant Notebook - Volume 3
National Highway Institute
Volume Three includes Inspection and Evaluation of Waterways, Field Inspection Exercises, Underwater Inspection of Bridges, Inspection and Evaluation of Fracture Critical Bridge Members and Culverts, Case Studies, and Special Bridges

901.500 **MICROCOMPUTERS IN CONSTRUCTION MANAGEMENT FHWA-WORKSHOP NOTEBOOK** (1986)
Explains the microcomputer and its application in construction management.

901.501 **AN EASY COURSE IN PROGRAMMING HP-41** (1983)
Ted Wadman & Chris Coffin
A user-friendly guide to the Hewlett-Packard.

901.502 **HP-41 CIVIL ENGINEERING USER'S LIBRARY SOLUTIONS**
EduCalc Publications

901.503 **HP-41 MECHANICAL ENGINEERING USER'S LIBRARY SOLUTIONS**
EduCalc Publications

901.504 **HP-41 FLUID DYNAMICS USER'S LIBRARY SOLUTIONS**
EduCalc Publications

901.505 **HP-41 SURVEYING USER'S LIBRARY SOLUTIONS**
EduCalc Publications

901.506 **AN EASY COURSE IN USING THE HP 48** (1992)
Dan Coffin, Chris Coffin & John Loud
A concise course in using the HP 48 to calculate equations using metrics and statistics, programming and much more.

901.507 **HP 48 GRAPHICS** (1992)
R. Ray Depew
This manual shows how to build graphics objects and use them to customize displays with diagrams, titles, games and menu icons.

901.509 **AN EASY COURSE IN USING THE HP-42S** (1989)
Dan Coffin & Chris Coffin
A step-by-step training manual using the HP-42S to calculate mathematical problems of nearly every kind.

901.510 **HP-32S CALCULATOR** (1988)
Engineering Application with step-by-step solutions.

901.511 **TIPS AND PROGRAMS FOR THE HP-32S** (1988)
W.A.C. Mier-Jedrzejowics
A handbook for science and engineering.
See 904.502 A-E in Hydraulics subsection for information on HEC-RAS RIVER ANALYSIS SYSTEM

902.100 **CHECKING-JOB AND DUTIES** 10 min.
South Dakota Dept. of Transportation-June 1993

902.101 **CONSTRUCTION WORKER TRAINING** 120 min.
S & K College

902.102 **PROJECT DOCUMENTATION** (2 copies) 10 min.
SNI International Resources Inc.
National Cooperative Highway Research Program

902.103 **TRAINING FOR HIGHWAY CONSTRUCTION PERSONNEL FINAL REPORT** October 1994
National Cooperative Highway Research Program
SNI International Resources Inc 20-25(2)

902.104 **HIGHWAY CONSTRUCTION TRAINING PROGRAM COURSE OUTLINES**
National Cooperative Highway Research Program 20-25(2)

902.105A **PROJECT DOCUMENTATION FOR HIGHWAY CONSTRUCTION GEN-4**
National Cooperative Highway Research Program 20-25(2)
Instructor Guide

902.105B **PROJECT DOCUMENTATION FOR HIGHWAY CONSTRUCTION GEN-4**
National Cooperative Highway Research Program 20-25(2)
Participant Workbook

902.106 **WA STATE DEPARTMENT OF TRANSPORTATION**
1. The Drilled Shaft Inspector; 32 min.
2. Post Training Parts 1 & 2; 12 min. each
3. Bridge Deck Construction Parts 1-3 15; 15 & 10 min.
4. Major Structures Inspection Parts 1-5; 59 min.
A. Introduction (10:31); B. Preparation and Staking for Bridges (10:04) C. Preparation (12:21); D. Concrete Pour (13:17) E. Post-Pour 11:45)

902.107 **WEIGHING** (1993)
8-13-93 South Dakota Department of Transportation

****Cross Reference ****

802.118 ***SEAL COAT INSPECTION*** *(1991) 20 min.*
MT DOH
Covers the steps of applying seal coats.

902.301 **CONSTRUCTION TRAINING - A STATE DEPARTMENT OF TRANSPORTATION SAMPLING**
Transportation Research Board

902.401 **CONVERSION TO METRIC SYSTEM** 35 slides /script

902.500 **PROJECT MANAGEMENT FOR HIGHWAY CONSTRUCTION** (1985)
TEXAS DOT
Includes: *Pre-construction;
*Leadership;
*Traffic Control;
*Management during Construction;
*Project Records.

902.501A **PRINCIPLES OF WRITING HIGHWAY CONSTRUCTION SPECIFICATIONS** (1991)
NHI Course No. 13401 Case Studies/Workshops

902.501B **PRINCIPLES OF WRITING HIGHWAY CONSTRUCTION SPECIFICATIONS** (1991)
NHI Course No. 13401 Participant Manual

902.502 **CLAIMS AVOIDANCE AND RESOLUTION** - Manual (1997)
Trauner Consulting Services, Inc.
Includes: construction contract changes/claims, schedules/delays, inefficiency, acceleration, costs, documentation, preparation/ evaluation of proposal or claim, construction contracts, claims avoidance, dispute resolution - practical exercises/sample project.

902.503 **A GUIDE TO HIGHWAY CONSTRUCTION PERMITTING IN MONTANA** (1996)
MDOT

902.504 **1997 CONTRACT ADMINISTRATION - CORE CURRICULUM** (1997)
U.S. Department of Transportation
Participants' Manual and Reference Guide

902.505 **STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION** (1995)
NUMBER 3188

902.506 **CONSTRUCTION INSPECTOR'S TRAINING MANUAL**
Drainage:
Section 1 Introduction;
Section 2 Staking;
Section 3 Culverts;
Section 4 Manholes, Grate Inlets, and Catch Basins;
Section 5 Storm and Sanitary Sewer Pipe;
Section 6 Ditches and Channels;
Section 7 Reports and Safety;
Section 8 Post Production.

902.507 **CONSTRUCTION INSPECTOR'S TRAINING MANUAL**
Aggregate Production Course Outline:
Section 1 Introduction and the Inspection Process;
Section 2 Preliminary Duties;
Section 3 Production Duties;
Section 4 Post Production Duties.

902.508 **QUALITY ASSURANCE INSPECTION GUIDE** (1995)
MDOT-CONSTRUCTION

902.509A **CULVERT INSPECTION MANUAL** (1988)
Montana Department of Highways

902.509B **CULVERT INSPECTOR'S HANDBOOK GENERAL** (1988)
Montana Department of Highways

902.510 **EXCAVATION AND EMBANKMENT INSPECTION** (1973)
NDSHT

902.511 **GENERAL GRADING INSPECTION HANDBOOK**

902.512 **GRADING OPERATIONS INSPECTOR'S HANDBOOK** (1989)
Montana Department of Highways

902.513 **AGGREGATE SURFACING INSPECTION MANUAL** (1988)
MDOT

902.514 **SIXTH INTERNATIONAL CONFERENCE ON LOW-VOLUME ROADS** (1995)
VOLUME 1-Transportation Research Board

902.515 **SIXTH INTERNATIONAL CONFERENCE ON LOW-VOLUME ROADS** (1995)
VOLUME 2-Transportation Research Board

902.516 **A COURSE ON CULVERT INSPECTION** (April 1986)
Instructor's Guide
Byrd, Tallamy, Macdonald and Lewis, Consulting Engineers

902.517 **FIELD OFFICE MANUAL** (July 1999)
A manual created to assist field office personnel with different aspects of contract documentation and administration, and to create uniformity throughout the state.

SECTION 9
ENGINEERING - ENVIRONMENTAL
VIDEO

903.100 **ENVIRONMENTAL PROTECTION ISSUES** (2 copies) 15 min.
SNI International Resources Inc.
National Cooperative Highway Research Program

903.101A **ENVIRONMENTAL PROTECTION PROCEDURES GEN-9**
National Cooperative Highway Research Program 20-25(2)
Instructor Guide

903.101B **ENVIRONMENTAL PROTECTION PROCEDURES GEN-9**
National Cooperative Highway Research Program 20-25(2)
Participant Workbook

903.300 **TRENDS IN ROADSIDE VEGETATION MANAGEMENT**
DowElanco (1-800-352-6776)

903.300A **TAPE A-VOL 3 NO 1**
*Alabama DOT
*Pathfinder II Herbicide
*DowElanco's TS & D
*Kudzu Research

903.300B **TAPE B-VOL 3 NO 2**
*Idaho DOT
*Garlon 4 Herbicide
*DowElanco's New Research Facility Pennsylvania DOT

903.500 **PRACTICAL CONFLICT MANAGEMENT SKILLS TO RESOLVE** (1993)
HIGHWAY/WETLAND ISSUES
NHI Course #14231-FHWA HI-93-016
Participant Workbook & Handouts

903.501 **NHI-PROJECT & ENVIRONMENTAL DOCUMENTATION** (1992)
Course Manual

903.502 **EXPERT SYSTEM DEVELOPMENT FOR HAZARDOUS WASTE MANAGEMENT VERSION 1.1** (1989)
Institute of Transportation Studies
University of California
Site investigation and training expert advisor, handout-session 5.20

903.503 **HAZARDOUS WASTE: IMPACTS ON HIGHWAY PROJECT DEVELOPMENT-CONSTRUCTION AND MAINTENANCE** (1992)
Student Course Manual
NHI Course #14229 FHWA HI-93-012

904.501 **APPLIED FLUVIAL GEOMORPHOLOGY**
Dave Rosgen, Hydrologist
Wildland Hydrology Consultants

904.502A **HEC-RAS RIVER ANALYSIS SYSTEM** (1997) Version 2.0
U.S. Army Corp of Engineers - User's Manual
This manual provides information on installing HEC-RAS, working with HEC-RAS, applications, working with projects, entering and editing geometric data, performing a steady flow analysis, viewing results, performing a floodway encroachment analysis, trouble shooting, computing scour at bridges, performing channel modifications and using GIS data with HEC-RAS.

904.502B **HEC-RAS RIVER ANALYSIS SYSTEM** (1997)
Hydraulic Reference Manual Version 2.0
U.S. Army Corp of Engineers
This manual provides information on the theoretical basis for one-dimensional flow calculations, basic data requirements, optional capabilities, modeling bridges, modeling culverts, modeling multiple bridge and/or culvert openings, modeling gated spillway and weirs, floodway encroachment calculations and estimating scour at bridges.

904.502C **HEC-RAS RIVER ANALYSIS SYSTEM** (1997)
Applications Guide Version 2.0
U.S. Army Corp of Engineers
Examples of applications included in this booklet include Critical Creek, Beaver Creek-Single Bridge, Single Culvert with Multiple Identical Barrels, Multiple Culverts, Multiple Openings, Floodway Determination, Multiple Plans, Looped Network, Mixed Flow Analysis, Stream Junction, Bridge Scour, Inline Weir and Gated Spillway and Bogue Chitto-Single Bridge.

904.502D **HEC-RAS RIVER ANALYSIS SYSTEM** (1997)
Workshop Solutions
U.S. Army Corp of Engineers
Solutions in this notebook include Bridge Computations, Culvert Analysis, Multiple Openings, Mixed Flow Regime, Floodway and Output Analysis workshop solutions.

904.502E **HEC-RAS RIVER ANALYSIS SYSTEM** (1997)
Water Surface Profile Computation Using HEC-RAS
Topics include concepts of open channel flow, data requirements, basic input requirements, output analysis, application of bridge and culvert routines, and floodway determinations.

905.100 **WASHINGTON DEPARTMENT OF TRANSPORTATION, NUCLEAR GAUGE OPERATION, OVERVIEWS, ASPHALT PLANT INSPECTION FIELD SAMPLING-EXCAVATION AND EMBANKMENT INSPECTION**

905.101 **PREVENTION RUTTING-STRIPPING ASPHALT**
National Audio Visual Center

905.102 **PAVEMENT STRUCTURE REPAIR TECHNIQUES**

*Pothole patching	17 min.
*Crack sealing	16 min.
*Basic traffic control	11 min.
*Shoulder maintenance	21 min.
*Asphalt chip seals	22 min.

905.103 **PAVEMENT STRUCTURE REPAIR TECHNIQUES**

*Maintenance of gravel roads	27 min.
*Ditch maintenance	17 min.

905.104 **ASPHALTIC CONCRETE PLANT INSPECTION** 30 min
ARIZONA DOT COURSE 304
Produced by Roy Jorgenson Associates, Inc
Has instructor's guide, student workbook, and post-training examination book.

905.105 **SHRP Coordinators Meeting** 2 hrs
Exhibits and Presentation 1/7/96 -

905.106 **TRAFFIC PAINT ATSSA** 14:30 min.
Pavement Marking Inspection: Traffic Paint

905.107 **ATSSA THERMOPLASTIC** 21 min.
Brochure Included

905.108 **WA STATE DEPARTMENT OF TRANSPORTATION**

Field Testing Concrete	Parts 1-2	18 & 12 min.
Cement Concrete Paving	Parts 1-3	11, 13 & 8 min.
Latex Modified Concrete	Parts 1-3	14, 10 & 14 min.
Overlay inspection		

905.109 **WA STATE DEPARTMENT OF TRANSPORTATION**

Nuclear Gauge Operation	26 min.
Asphalt Paving Inspections Parts 1 & 2	31 min.
Asphalt Plant Inspection	37 min.

905.110 **WA STATE DEPARTMENT OF TRANSPORTATION**

Aggregate Production and Testing	25 min.
Excavation and Embankment Inspection	33 min.
Drainage Inspection	25 min.
Surface Placement	18 min.

905.111 **ASPHALT RECYCLING-DA Meeting** (1996)
Dick Nelson - MDT
Pulverization, cold recycling, additives, etc.

905.400 **ASPHALT PAVEMENT MANAGEMENT**

905.500 **SOILS FUNDAMENTALS** (1993)
MDOT

905.501 **SOILS AND FOUNDATIONS-Workshop Manual, Second Edition** (1993)
NHI Course #13212

905.502 **SOILS MANUAL FOR THE DESIGN OF ASPHALT PAVEMENT STRUCTURES** (1978)
The Asphalt Institute

905.503 **HOT MIX ASPHALT PAVING INSPECTION-Training Manual** (1983)

905.504 **THE ASPHALTIC PLANT INSPECTION-METHODS AND PROCEDURES**
Colorado State Department of Highways

905.505 **BLAW-KNOX PAVING MANUAL** (1988)
A guide to paving using the Blaw-Knox Paver/Finisher
Includes important safety messages.

905.506 **HOT MIX ASPHALT CONSTRUCTION-INSTRUCTION MANUAL**
Hot Mix Asphalt Paving-Handbook
Audio/Visuals-Slides
Hot Mix Asphalt Construction Training Program-
VIDEO 48:58 min.
Joint AASHTO/FHWA/INDUSTRY Training Committee on Asphalt

905.507 **HOT MIX ASPHALT CONSTRUCTION-INSTRUCTOR MANUAL** (1993)
The Joint AASHTO/FHWA/INDUSTRY
Part A: Lecture Notes
A three day program for field construction personnel

905.508 **HOT MIX ASPHALT CONSTRUCTION-PARTICIPANT MANUAL** (1993)
The Joint AASHTO/FHWA/INDUSTRY
A three day program for field construction personnel

905.509 **CONCRETE PAVEMENT SHORT COURSE** (1982)
Portland Cement Association

905.510 **MONTANA MATERIALS MANUAL OF TEST PROCEDURES** (1997)
MDOT

905.511 **HOT PLANT INSPECTION MANUAL** MDOT

905.512A **SUPERPAVE-Performance Graded Asphalt and Testing** (1995)
Superpave Series No. 1
Asphalt Institute

905.512B **SUPERPAVE-Superpave Level 1 Mix Design** (1995)
Superpave Series No. 2
Asphalt Institute

905.513 **PRINCIPLES OF CONSTRUCTION OF HOT-MIX ASPHALT PAVEMENTS** (1983)
Asphalt Institute - Manual Series No. 22

905.514 **CONCRETE SURFACE REPAIR** (1993)
South Dakota DOT-The Training Activity

905.515 A, B & C **FACTORS AFFECTING COMPACTION**
Educational Series-9 Asphalt Institute
Includes:
- Reason for Compacting Asphalt Concrete
- Effect of Material Properties
- Effects of Course Thickness & of Mix Temperatures
- Weather Conditions Affecting Compaction
- Compaction Forces
- Rolling information.

905.516 **AASHTO DESIGN PROCEDURES FOR NEW PAVEMENTS**
Participant Manual - U D DOT, FHA, NHI
Presents the basis for both flexible & rigid pavement design procedures, including pros/cons of each. Manual is divided into four major blocks of information:
- historical info
- major design factors to be considered
- presents AASHTO design procedures for flexible and rigid pavements
- info on conducting life-cycle cost analyses.

SECTION 9
ENGINEERING - MATH
VIDEO

906.100 **MATH FUNDAMENTALS CLASS** (1993) 4 hours
Montana Dept. of Transportation (four tapes)
(see 900.577 for written class materials)

906.101 **SI METRIC FOR THE WORKPLACE**
Lessons 1-6

906.400 **CONVERSION TO METRIC SYSTEM** 35 slides/script

906.500 **REGULATORY GUIDANCE FOR THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS QUESTIONS AND ANSWERS** (1993)
Publication No. FHWA-MC-94-009

906.501 **WEIGHING-**South Dakota Training Manual (1992)

906.502 **MONTANA COUNTY MAPS** (1995) (2 copies)

906.503 **NHI-INTRODUCTION TO METRICS-Participant's Manual** (1993)
Instructor's Guide-2 sets of slides
Montana's Metric Conversion Manual

906.504 **ROADWAY DESIGN IN METRICS**
1993 Texas Department of Transportation

906.505 **METRIC FUNDAMENTALS**
MDT TRAINING MANUAL-OCTOBER 1994

906.506 **ALGEBRA FOR COLLEGE STUDENTS-Text** (1988)
Drooyan, Franklin-Wadsworth Publishing

906.507 **TECHNICAL MATHEMATICS-SUPERVISOR'S MANUAL** (1985)
Washington DOT
Includes comprehensive test and final exam.

906.508 **VOCATIONAL MATH SERIES** (1982)- 2 copies
Motivational Development, Inc. Books 1-9
A coordinated program of nine test-workbooks. Four introductory books provide instruction in simple algebra and geometry. The subsequent books present concepts and problems typically encountered in different job areas. Each book is a complete instructional program with self-correcting problems and final exam.

906.509 **SUCCESS IN ALGEBRA** (1986)
Should be used as a pre-algebra course (with exam).

906.510 **SUCCESS IN MATHEMATICS** (1988)
Motivation Development, Inc.
"Success in Mathematics" is a modular program of twenty individualized text-workbooks. The series of programmed text-workbooks have "pre" and "post" tests, detailed instruction, examples, and self-correcting problems. The booklets emphasize basic concepts and computational skills.

906.510A **Topic Booklet**
1) Place Values and Whole Numbers
2) Addition of Whole Numbers
3) Subtraction of Whole Numbers
4) Multiplication of Whole Numbers
5) Division of Whole Numbers
6) The Meaning of Fractions
7) Adding Fractions
8) Subtracting Fractions
9) Multiplication & Division of Fractions

Continued on next page.

10) Meaning of Decimal Fractions Adding and Subtracting Decimals
11) Multiplication & Division of Decimal Fractions
12) Equations, Ratios & Proportions
13) The Meaning and Use of Percents

906.510B **Topic Booklet**
14) Geometric Symbols & Elements
15) Geometric Perimeter & Area
16) Geometric Area & Volume
17) Trigonometry
18) Construction
19) Scientific Notation & Slide Rule
20) Statistics

906.511 **INTRODUCTORY COLLEGE MATHEMATICS-ALGEBRA 2** (1976)
Robert D. Hackworth & Joseph Howland

906.512 **MATH FUNDAMENTAL: MDOT** (1993)

906.513 **BASIC ENGINEERING MATH** (1992)--See video 900.121
MDOT

906.514 **BASIC ENGINEERING COURSE**
MDOH

906.515 **MDOT PRACTICE MATH BOOK** (1993)

906.516 **BASIC ENGINEERING WORKBOOK SELF-STUDY COURSE**
Civil Engineering Dept.- Montana State University

906.517 **METRIC FUNDAMENTALS** (1994)
Montana Department of Transportation

906.518 **MAINTENANCE MATH** (1991) (803.501)
South Dakota DOT Training Activity
A self-taught course in calculating areas, volumes, rates and costs to solve common maintenance problems.

906.519 **METRIC CONVERSION MANUAL** (1994) (803.502)
MDOT
See 900.583 for description-- See video SI METRIC 906.101

907.100 **EIT REVIEW-ELECTRICAL ENGINEERING** MSU

907.101 **EIT REVIEW-ECONOMICS** MSU-Professor Valente

907.102 **EIT REVIEW-THERMODYNAMICS** MSU-Professor Rosa

907.103 **EIT REVIEW-STRENGTH MATERIALS** MSU

907.104 **EIT REVIEW-DYNAMICS** MSU-Professor Dent

907.105 **EIT REVIEW-FLUIDS** MSU-Professor Hartsog

907.106 **FUNDAMENTALS OF ENGINEERING** 2 copies of each tape
EXAM REVIEW
Montana State University
FE/EIT preparation course including 44 VHS tapes of various lengths and a text book of example problems with solutions illustrated and theory explained and a practice exam. The tapes are broken down into 10 subject areas.

MODULE 1-MATH

SESSION I: TAPES 1 AND 2
SESSION II: TAPES 1 AND 2
SESSION III: TAPES 1 AND 2
SESSION IV: TAPES 1 AND 2

MODULE 2-CHEMISTRY

SESSION I: TAPES 1 AND 2

MODULE 3-STRUCTURE OF MATTER

SESSION I: TAPES 1 AND 2
SESSION II: TAPES 1 AND 2

MODULE 4-STATICS

SESSION I: TAPES 1 AND 2
SESSION II: TAPES 1 AND 2

MODULE 5-MECHANICS OF MATERIALS

SESSION I: TAPES 1 AND 2

MODULE 6-DYNAMICS

SESSION I: TAPES 1 AND 2
SESSION II: TAPES 1 AND 2

MODULE 7-FLUID MECHANICS

SESSION I: TAPES 1 AND 2
SESSION II: TAPES 1 AND 2

MODULE 8-THERMODYNAMICS

SESSION I: TAPES 1 AND 2
SESSION II: TAPES 1 AND 2

MODULE 9-ENGINEERING ECONOMY

SESSION I: TAPES 1 AND 2
SESSION II: TAPES 1 AND 2

MODULE 10-ELECTRIC CIRCUITS

SESSION I: TAPES 1 AND 2
SESSION II: TAPES 1 AND 2
SESSION III: TAPES 1 AND 2

907.107 **PRINCIPLES AND PRACTICE OF CIVIL ENGINEERING EXAM REVIEW** VIDEO PROGRAM 12 TAPES AND WORKBOOK (1993)

A	TAPE 1	OVERVIEW	1 hr
B	TAPE 2	HYDROLOGY/HYDRAULICS	2 hrs
C	TAPE 3	STRUCTURAL ENGINEER	2 hrs
D	TAPE 4	HYDROLOGY/HYDRAULICS	2 hrs
E	TAPE 5	SANITARY ENGINEER	2 hrs
F	TAPE 6	TRANSPORTATION	2 hrs
G	TAPE 7	SANITARY ENGINEER	2 hrs
H	TAPE 8	SOILS	2 hrs
I	TAPE 9	SURVEYING	2 hrs
J	TAPE 10	SOILS	2 hrs
K	TAPE 11	STRUCTURAL ENGINEER	2 hrs
L	TAPE 12	ECONOMICS	2 hrs
M	WORKBOOK		

907.108 **ENGINEERING FUNDAMENTALS EXAM REVIEW** 120 min
Iowa State University-Tape 1
*Algebra;
*Trigonometry and Analytic Geometry;
*Probability and Statistics;
*Engineering Economics.

907.108 **ENGINEERING FUNDAMENTALS EXAM REVIW** 90 min
Iowa State University Tape 2
*Differential Calculus;
*Integral Calculus;
*First-Order Differential Equations.

907.108 **ENGINEERING FUNDAMENTALS EXAM REVIEW** 90 min
Iowa State University Tape 3
*Statics;
*Particle Dynamics;
*Rigid-Body Dynamics.

907.108 **ENGINEERING FUNDAMENTALS EXAM REVIEW** 90 min
Iowa State University Tape 4
*Materials Science;
*Strength of Materials;
*Beams.

907.108 **ENGINEERING FUNDAMENTALS EXAM REVIEW** 90 min
Iowa State University Tape 5
*Resistive (DC) Currents;
*AC Circuits;
*Control Systems and FORTRAN Programming.

907.108 **ENGINEERING FUNDAMENTALS EXAM REVIEW** 120 min
Iowa State University Tape 6
*Chemistry;
*Fluid Mechanics;
*Fundamentals of Thermodynamics;
*Advanced Thermodynamic Concepts.

907.109 **PE RECERTIFICATION PRESENTATION**
Mary Hainlin, Dan McCauley 5-8-98

907.500 **LAND SURVEYORS REFERENCE MANUAL** (1985)
Andrew L. Harbin
Covers aspects of land surveying including practice problems and laws applicable

907.501 **SOLUTIONS MANUAL FOR LAND SURVEYORS REFERENCE MANUAL** (1989)
Andrew L. Harbin Second Edition

907.502 **FUNDAMENTALS OF ENGINEERING SAMPLE EXAMINATION** (1990) NCEE

907.503 **FUNDAMENTALS OF ENGINEERING (FE) REFERENCE HANDBOOK**
1ST Edition (1993)
National Council of Examiners for Engineering & Surveying

907.504A **FIRST ENGINEER IN TRAINING EXAM** (1991-92)

907.504B **ENGINEER IN TRAINING REFERENCE MANUAL** 7th Edition (1991-92)
Michael R. Lindeburg, P.E.

907.505 **SEISMIC DESIGN OF BUILDING STRUCTURES** 6th Edition (1994)
Michael R. Lindeburg
Professional Publications, Inc.

907.506 **TIMBER DESIGN FOR THE CIVIL PROFESSIONAL ENGINEERING**
3rd Edition (1990)
Robert L. Brungraber
Professional Publications, Inc.
Exam

907.507 **246 SOLVED STRUCTIONAL ENGINEERING PROBLEMS** (1991)
C. Dale Buckner
Professional Publications, Inc.

907.508 **CIVIL ENGINEERING REFERENCE MANUAL** 6th Edition
Michael R. Lindeburg
Professional Publications, Inc.

907.509 **SOLUTIONS MANUAL FOR THE CIVIL ENGINEERING REFERENCE MANUAL** 6th Edition (1991-1992)
Michael R. Lindeburg
Professional Publications, Inc.

907.510 **CIVIL ENGINEERING QUICK REFERENCE CARDS** (1986)
Michael R. Lindeburg
Professional Publications, Inc.

907.511 **CIVIL ENGINEERING SAMPLE EXAMINATION**
Michael R. Lindeburg
Professional Publications, Inc.

907.512 **101 SOLVED CIVIL ENGINEERING PROBLEMS**
Michael R. Lindeburg
Professional Publications, Inc.

907.513 **ASCE CIVIL ENGINEERING EXAM REVIEW MANUAL**
For use with videotapes - 900.129

907.514 **FUNDAMENTALS OF ENGINEERING - THE MOST EFFECTIVE FE/EIT REVIEW**
Dr. Merle C. Potter, Ph.D., PE

907.514a **FUNDAMENTALS OF ENGINEERING-PRACTICE EXAMINATION**

907.515 **FUNDAMENTALS OF ENGINEERING REFERENCE HANDBOOK**
National Council of Examiners for Engineering & Surveying

907.516A **EIT REVIEW MANUAL** - Current for the 1996-1997 exam
Michael R. Lindeburg, PE

907.516B **EIT REVIEW MANUAL** - Current for the 1997-1998 exam
Michael R. Lindeburg, PE

907.516C **EIT REVIEW MANUAL** – 1999-2000 exam
Michael R. Lindeburg, PE

907.517 **PROFESSIONAL ENGINEERING SAMPLE TEST**

907.518A **PRINCIPLES & PRACTICE OF CIVIL ENGINEERING PE EXAM REVIEW**
Dr. Merle C. Potter, Ph.D., PE/Editor

907.518B **PRINCIPLES & PRACTICE OF CIVIL ENGINEERING PE EXAM REVIEW**
2nd Edition (1996)
Merle C. Potter, Ph.D., PE

907.519 **EIT CIVIL REVIEW FOR FUNDAMENTALS OF ENGINEERING EXAM** 1997
Donald G. Newman, Ph.D., PE

907.520 **CIVIL ENGINEERING LICENSE REVIEW** 12th Edition (1995)
Donald G. Newman, Ph.D., PE

907.521 **FE/EIT DISCIPLINE REVIEW** (1998)
Merle C. Potter, Ph.D., PE
Quickly prepare for discipline tests in Civil,
Mechanical, Electrical and Chemical Engineering

907.522 **FUNDAMENTALS OF ENGINEERING** 7th Edition (1998)
FE/EIT A.M. AND GENERAL P.M. REVIEW
Merle C. Potter, Ph.D., PE
Complete reviews, 2 full exams with solutions, 1000 solved problems, and NCEES equations

907.523 **CIVIL ENGINEERING REFERENCE MANUAL** 5th edition
Michael R. Lindeburg, P.E.

907.524 **SOLUTIONS MANUAL FOR THE CIVIL ENGINEERING REFERENCE MANUAL** 5TH edition
Michael R. Lindeburg, P.E.

907.525 **CIVIL ENGINEERING LICENSE PROBLEMS & SOLUTIONS**
12th edition
Donald G. Newman, Ph.D. P.E., Civil Engineer

907.526 **CIVIL ENGINEERING LICENSE REVIEW** 12th Edition
Donald G. Newman, Ph.D., P.E., Civil Engineer
. Detailed review of all exam topics
. 650 Examination and example problems
. 450 multiple choice exam problems
. A complete 8 hour sample exam

907.527 **SURVEY REVIEW FOR THE CIVIL ENGINEER** 2nd Edition
Jack Liu, P.E. Civil Engineer
70 Example problems with detailed step-by-step solutions.

907.528 **CIVIL ENGINEERING PROBLEM SOLVING FLOWCHARTS**
2nd Edition
Jorge L. Rodriguez, P.E.

907.529 **QUICK REFERENCE FOR THE CIVIL ENGINEERING PE EXAM**
Michael R. Lindeburg, P.E.
The formulas and data you'll need during the PE exam-all here at your fingertips.

907.530 **CIVIL ENGINEERING SAMPLE EXAMINATION** 4th Edition
Michael R. Lindeburg, P.E.
The most realistic practice you can get for the civil engineering PE exam.

SECTION 9
ENGINEERING - ROAD DESIGN
VIDEO

908.100 **HIGHWAY SAFETY DESIGN-TAPE 1** (1991)
The College of Engineering
*Overview of Accident Analysis; 15 min.
*Intersection Design; 40 min.
*Highway Cross Section. 45 min.
(see 900.569)

908.101 **HIGHWAY SAFETY DESIGN-TAPE 2** (1991)
The College of Engineering
*Horizontal Curves; 30 min.
*Pedestrian and Bicycle Safety; 50 min.
(See 900.569)

908.102 **HIGHWAY SAFETY DESIGN-TAPE 3** (1991)
The College of Engineering
Summary Panel Discussion 55 min.
(see 900.569)

908.103 **INFORMATIONAL VIDEO ON THE FUNCTIONAL REQUIREMENT OF HIGHWAY SAFETY FEATURES TRAINING COURSE**

908.104 A, B, C, D **ROAD DESIGN DOCUMENTATION FUNDAMENTALS**
Montana Dept. of Transportation-April 1993
Four Tape Series

SECTION 9
ENGINEERING - ROAD DESIGN
BOOKS AND PAMPHLETS

908.500 **EARTHWORK AND MASS DIAGRAMS** (1995)
MDT-Scott Keller

908.501 **STANDARD DRAWINGS** (1984)
Supplemental to standard specifications for road and bridge construction.

908.502 **DOCUMENTATION FUNDAMENTAL-MDOT** (1993)

908.503 **CONSTRUCTION FUNDAMENTALS-MDOT** (1993)

908.504 **GEOMETRIC DESIGN STANDARDS-MDOH** (1992)

908.505 **GEOMETRIC DESIGN STANDARDS METRIC VERSION** (1994)
MDOH

908.506 **VALUE ENGINEERING STUDY OF GUARDRAIL AND IMPACT ATTENUATOR REPAIR** (1987)
FHWA-TS-87-226 LTAP-Summary Report

908.507 **BASIC HIGHWAY DESIGN COURSE-MDOT** (1995)

908.508 **MONTANA ROAD DESIGN MANUAL - MDOT**

908.509 **ADVANCED ROAD DESIGN METRICS-MDOT** (1995)

908.510 **DETAILED DRAWINGS - 1996 EDITION**
Montana Dept. of Transportation

908.511A **ROADSIDE DESIGN GUIDE - JANUARY 1996**
American Association of State Highway &
Transportation Officials

908.511B **ROADSIDE DESIGN GUIDE - FEBRUARY 1996**
American Association of State Highway &
Transportation Officials

908.512 **NATIONAL HIGHWAY INSTITUTE COURSE #13342**
HUMAN FACTORS: THE ROLE OF EXPECTANCY & BEHAVIOR IN HIGHWAY DESIGN AND TRAFFIC CONTROL

908.513 **TECHNOLOGY APPLICATIONS PROGRAMS – NOVEMBER 1995**
Federal Highway Administration

908.514 **CASE STUDIES OF HIGHWAY SAFETY MANAGEMENT SYSTEMS**
Participant's Workbook
Federal Highway Administration

908.515 **THE FUTURE HIGHWAY TRANSPORTATION SYSTEM AND SOCIETY**
Transportation Research Board National Research Council
Research and Technology Coordinating Committee (FHWA)
Suggested Research on Impacts and Interactions.

SECTION 9
ENGINEERING - SURVEYING
VIDEO

909.100 **ROAD DESIGN SURVEY FUNDAMENTALS**
Montana Dept. of Transportation-April 1993
Four Tape Series

909.101A **GPS WORKSHOP - SESSION 1**
Part 1: Operations & Issues
Part 2: Application & Equipment Guidelines
Iowa Transportation - ISU 7/95

909.101B **GPS WORKSHOP - SESSION 2**
Part 3: GPS Equipment & Applications
Part 4: Current & Future of GPS and Benefits
Iowa Transportation - ISU 7/95

909.102 **GPS: A GUIDE TO THE NEXT UTILITY**
Trimble Navigation

909.103 **DIFFERENTIAL GPS EXPLAINED**
An expose of the surprisingly simple principles behind today's most advanced positioning technology.
Trimble Navigation

909.500 **SURVEYING MANUAL** (1993) MDOT

909.501 **SURVEY FUNDAMENTALS** (1993) MDOT

909.502 **ELEMENTARY SURVEYING** (1989)

909.503 **SURVEYING** (1987)
Francis H. Moffit & Harry Bouchard
Includes photogrammetry

909.504 **ADVANCED SURVEYING SHORT COURSE** (1980)
MDOH - Includes practice problems.

909.505 **PROFESSIONAL LAND SURVEYORS**
Candidate Handbook B
NCEEB National Council of Engineering Examiners
Includes: state licensing requirements, description of Examinations, examination procedures & instructions.

909.506 **SUBDIVISIONS OF SECTIONS**
Dept. of Interior--Cadastral & Mapping Training Staff

909.507 **PHOTOGRAMMETRY** (1980)
Francis H. Moffit & Edward M. Mikail
Includes sample problems

909.508 **MICRO PALM DATA MANUAL-Office Edition** (1995)
MDOH

909.509 **MICRO PALM DATA COLLECTION MANUAL** (1995)
MDOH-Field Edition

909.510 **DATA COLLECTOR**
Insert as reference only in Survey Manual Chapter 8

910.100 **WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**
Electrical Systems for Illumination and Traffic Signals
Parts 1-4: 1=18 min.; 2=1 min.; 3=30 min.; 4=29 min.

**** Cross Reference ****

400.117 ***WORK ZONE FLAGGING-IDAHO DOT*** *13 min.*

800.132 ***THE THIN ORANGE LINE-PARTS I AND II*** *32 min.*
American Traffic Safety Services Assoc.
Covers work zone traffic control. Includes inspector's guide.

910.500 **NHI-ACCESS, LOCATION AND DESIGN** (1993)
Participant Notebook

910.501 **TRAFFIC ENGINEERING TECHNICAL ASSISTANTS-COURSE MANUAL** (1993)
The Traffic Institute, Northwestern University

910.502 **INTERSECTION DESIGN & SAFETY IMPROVEMENTS-COURSE MANUAL** (1992)
Telecommunications Course-University of Wisconsin

910.503 **SAFETY DESIGN COURSE SYLLABUS** (1991)
The College of Engineering
Accompanies tapes 900.111, 900.112, & 900.113.

910.504 **COURSE SYLLABUS-INTERSECTION DESIGN & SAFETY IMPROVEMENTS** (1992)
College of Engineering-University of Wisconsin

910.505 **HIGHWAY CAPACITY MANUAL - SPECIAL REPORT #209**
National Transportation Research Board

910.506 **TRAFFIC ENGINEERING MANUAL** (1997)
PART I: GENERAL
Montana Department of Transportation
Sections 1-7

910.506A **TRAFFIC ENGINEERING MANUAL**
PART II: ELECTRICAL
Montana Department of Transportation
Sections 8-14

910.506B **TRAFFIC ENGINEERING MANUAL**
PART III - SIGNS/PAVEMENT MARKINGS
Montana Department of Transportation
Sections 15-20

910.507 **MDT WORK ZONE TRAFFIC CONTROL TRAINING**
Work sites on a roadway usually create bottlenecks and sometimes major hazards. Maintaining traffic through or alongside a work site requires traffic control measures. Also includes ATSSA Traffic Control devices handbook, part IV of the MUTCD, & traffic control problems workbook.

910.508 **HIGHWAY CAPACITY AND QUALITY OF FLOW** March 1997
National Highway Institute, Participant Notebook

910.509 **MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES**
For Streets & Highways w/retro-reflective sheeting handbook
U S DOT and Federal Highway Administration.
Also has handbook.

SECTION 9
ENGINEERING - TRANSPORTATION PLANNING
VIDEO

911.100 **ACCESS MANAGEMENT OVERVIEW**
FHWA Office of Technology Application
MANAGEMENT/ENGINEERING/TRANSPORTATION PLANNING
Covers transportation planning and road design, private access to highway system- - ingress and egress to private lands and businesses. Also, has workbook questionnaire.

911.101 **A WALK!** 10 min.
FHWA, OTA, HTA - 30
Planning how to get a community involved. How to make your community walkable.

911.500 **1990 CENSUS TRANSPORTATION PLANNING PACKAGE APPLICATION** (1992)
NHI Course #15131

911.501 **NHI-STATEWIDE HIGHWAY PLANNING PROCEDURES**
Course Manual (1993)

911.502 **PRECONSTRUCTION ENGINEERING MANAGEMENT SYSTEM**
FHA-Implementation Manual

911.503 **MANAGING AND CONTROLLING PROJECT RISKS THROUGH THE PROPER USE OF THE CRITICAL PATH METHOD** (1990)
Truaner Consulting Services, Inc.
A special seminar prepared for the MDT.

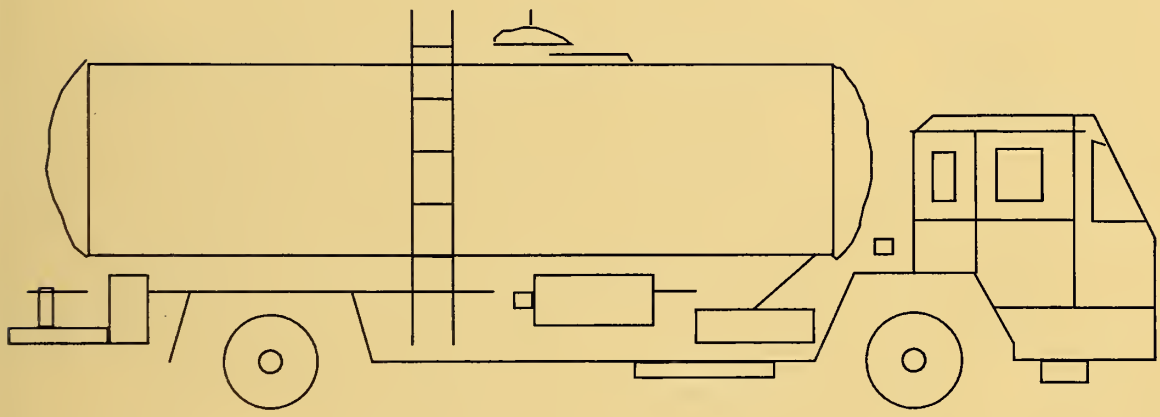
911.504 **CONTRACT ADMINISTRATION-CORE CURRICULUM** (1989)
Operations and Analysis Manual

911.505 **ASTM MANUAL ON PRESENTATION OF DATA CONTROL CHART ANALYSIS** (1976)

911.506 **STATISTICAL SAMPLING: PAST, PRESENT AND FUTURE THEORETICAL AND PRACTICE** (1990)
Kowalewski & Tye
1990 ASTM Quality and Statistics Symposium.

911.507 **PRECONSTRUCTION MANAGEMENT SYSTEM** (PMS)
Users Manual and Activity Descriptions
Montana Department of Transportation
PMS is used by MDT to schedule, monitor and coordinate project development and project preconstruction manpower needs.

MOTOR CARRIER SERVICES



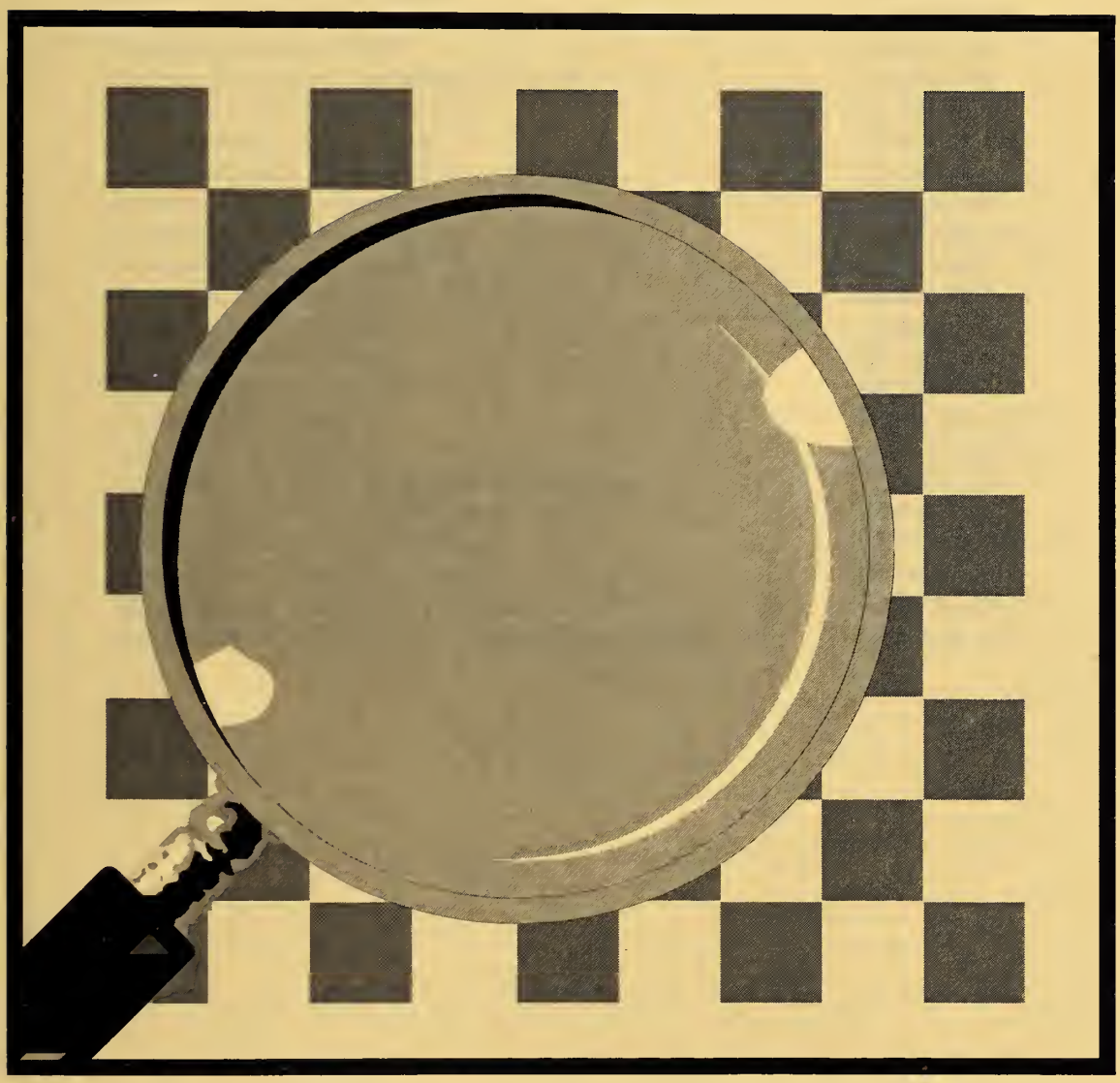
SECTION 10
TECHNICAL-MOTOR CARRIER SERVICES
VIDEO

1000.100 **A DREAM COME TRUE** 15 min.
Produced by Idaho Department of Law Enforcement
Package Includes:
1/2 Video, hand held pull-down calculator 2 pamphlets: cargo securement tie-down guidelines and examples for use with the calculator.

1000.101 **DISPATCHER, ARE YOU READY?** (1988) 39 min.
Michigan State Policy

1000.102 **CARGO SECUREMENT ON MOTOR VEHICLES: STEEL SPECIALIZED CARRIERS AND RIGGING ASSOCIATION** (1988)
SC and RA
This video covers proper techniques for securing bulk cargo. Includes an illustration booklet.

MISCELLANEOUS



COLLEGE CATALOGS AVAILABLE

INSTITUTION	LOCATION
Carroll College	Helena, MT
Colorado Consortium for Independent Study	Fort Collins, CO
Colorado State University	Fort Collins, CO
Dawson Community College	Glendive, MT
Flathead Valley Community College	Kalispell, MT
Graduate School USDA	Dallas, TX
Helena College of Technology (U of M)	Helena, MT
ICS Center for Degree Studies	Denver, CO
Miles Community College	Miles City, MT
Mind Extension University	Englewood, CO
Montana State University Eastern	Billings, MT
Montana State University	Bozeman, MT
Montana State University	Great Falls, MT
Montana State University Northern	Havre, MT
Penn State University	Park, PA
Rocky Mountain College	Billings, MT
Salish Kootenai College	Pablo, MT
Stone Child College	Rocky Boy, MT
University Associates	San Diego, CA
University of Idaho Graduate Engineering	Moscow, ID
University of Montana/Montana Tech	Butte, MT
University of Montana Missoula	Missoula, MT
University of Montana Western	Dillon, MT
University of Washington Extension Studies	Seattle, WA
University of Wyoming Correspondence Studies	Laramie, WY

CONTINUING EDUCATION FOR PROFESSIONALS

American Management Association	
American Society of Safety Engineers	Des Plaines, IL
Asphalt Institute	Lexington, KY
Dallas Regional Training Center	Dallas, TX
Northwestern University Traffic	Evanston, IL
Professional Development Center	Helena, MT

CORRESPONDENCE COURSES

College On-Line, James P. Duffy, 1997
College Degree by Mail & Modem, Bear & Bear

EQUIPMENT TO LEND

NUMBER AVAILABLE	ITEM
2	19" TV/VCR (1/2") SET UP
1	13" TV/VCR (1/2") ONE UNIT SET UP
4	SLIDE PROJECTORS
3	OVERHEAD PROJECTORS
2	HI-INTENSITY OVERHEAD PROJECTORS
1	LCD PAD
1	VIDEO PROJECTOR
2	MULTIMEDIA PROJECTOR
2	TAPE RECORDERS
1	CLOSED CAPTION DECODER
1	TABLE TOP SLIDE VIEWER/SORTER
1	HAND SLIDE VIEWER
1	ELECTRONIC WHITE BOARD (PANABOARD)
3	EASELS
2	WHITE BOARDS
1	LAPEL MICROPHONE
1	LIGHTED VELCRO DISPLAY UNIT
1	CART-ADJUSTABLE HEIGHT
1	LAP TOP COMPUTER
3	PROJECTOR SCREENS (52", 62", 69")
	SLIDE PROJECTOR TRAYS (80-140)
1	VIDEO CAMERA
1	35 MM CAMERA
2	WALKMAN/HEADSETS
2	MDT BANNERS
8	SURGE PROTECTORS
SEVERAL	EXTENSION CORDS

Equipment may be reserved by calling 6054.